

How to Choose a Shredding Company



Making sure it's secure.™



Did you know that more than 40% of the security breaches that happen inside businesses are unintentional?

Employees are often uninformed about the type of information that needs to be protected. That is why it is very important that you get expert assistance when it comes to ensuring the privacy and safety of your business documents.

When making your decision, use the following checklist when looking for a document shredding provider:

- ✓ Has an excellent reputation and can provide references
 - ✓ Gives you the option of watching the document destruction and provides a Certificate of Destruction
 - ✓ Understands laws, especially as they pertain to your industry
 - ✓ Uses cross-cut shredders and can accommodate other media types such as CDs and disks
 - ✓ Employs personnel that have undergone rigorous training and a background check
 - ✓ Recycles all shredded paperwork
 - ✓ Offers a security risk assessment
- By following this checklist when you research potential document destruction providers, you will be able to make an informed choice about whom to use... and who may be a cut-rate provider that's not really providing you a secure solution.

800 69-Shred | 800.697.4733
or visit us at shredit.com



NAID-CERTIFIED INDUSTRY EXPERTS

All Shred-it locations in North America have received NAID Certification for mobile document destruction.



Why choosing Shred-it® just makes sense:



Industry-specific knowledge:

Shred-it's experts are knowledgeable about information security legislation and best practices to help protect your reputation. (See our *Industry Legislation Fact Sheet*.)

On site shredding:

- ✓ Shred-it installs locked consoles in your facility. All documents that need to be destroyed are deposited in them.
- ✓ Only a Shred-it security-screened expert removes your documents from the locked consoles.
- ✓ Your documents are destroyed inside our truck right at your location, and you can watch the process.
- ✓ After each service, we provide you with an official Certificate of Destruction for your records, as proof your documents were securely destroyed.

Multiple shred sizes:

Our proprietary cross-cut shredders securely and completely destroy your documents. We offer three levels of shred size for you to choose from based on your security needs.

Time and money savings:

Your employees will have more time to spend on other priorities, and documents are not left unprotected while waiting to be shredded. Your confidential information is never sorted prior to shredding.

A trusted leading expert:

Since 1988, Shred-it has grown to 140 branches, with service to more than 180,000 clients on five continents.

You'll find that Shred-it provides the most secure and efficient confidential information destruction service in the industry.

What do Shred-it customers say?

"Very friendly drivers, they are in and out in less than five minutes. They shred your items on site and will go out of their way to save you some money."

— Envirotech Industries

"Always cooperative, always on schedule, always efficient, always courteous. Great company."

— Bell Canada - London (Colborne)

"Shred-it services are easy, fast, and reliable. We appreciate their friendly service, too!"

— APS Healthcare

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