

# Do you have all your printed material?

Confidential documents left at printing stations are vulnerable to snooping and can increase your security risks.

**For more tips on protecting your information and making your entire workplace secure, please visit the Shred-it® Resource Center at [shredit.com](http://shredit.com) or call us at 800-697-4733**



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# STOP! That should be shredded.

Disposing information in unsecure bins increases your risk of fraud. Securely shred all documents to eliminate guesswork and still ensure your paper is recycled.

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# Don't delete. Destroy!

Securely destroying hardware that has outlived its usefulness is the only way to ensure that the data on them is completely gone.

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# Don't forget to lock up.

Locking storage units and filing cabinets prevents unauthorized access to confidential information and helps decrease the risk of fraud.

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