

# Making the Best Choice for Secure Document Destruction

Documents like invoices, reports and employee records, or anything that shows customer, employee or company information left on top of a copier, or dropped into a trash can, could put your business at risk for identity theft. Secure destruction of certain documents is required by law, so consider your options:

## Do nothing.

- » This puts you at incredible risk, including your reputation, your customers and your company.
- » Storing files that have outlived their purpose takes up a lot of space, and space costs money.
- » More than 40% of security breaches take place through physical means.

## Do it yourself.

- » It's time-consuming, inefficient and risky to expect employees to collect and shred all documents with sensitive information – in addition to their daily responsibilities.
- » It takes an employee approximately five hours to shred 50 pounds of paper.
- » It's actually 15-20% cheaper to outsource your paper shredding due to employee productivity gains.

## Hire a local startup.

- » A local vendor may be in business this month, but will they still be around next year?
  - › Can they ensure a secure chain of custody, with securely locked consoles
  - › On site and off site shredding
  - › Multiple shred sizes
  - › Proof of destruction
- » Will they keep you current with the changing legislation on information security?
- » Do you know what happens to your shredded documents after they leave your possession?
- » Do your sensitive documents wind up in a landfill?

## Hire a multi-service provider.

- » What is this company best at? If secure document destruction isn't their core business, then you are not getting the expertise and attention your business needs.
- » Are their personnel background-checked and security-trained?
- » Do they provide relevant and helpful information to your business and industry?
- » Do they offer free security risk assessments?
- » What happens to your shredded documents after pick-up?

## Hire the international leader that specializes in document destruction.

- » Guaranteed, unbroken chain of custody.
- » Document destruction done by friendly, specially trained experts.
- » Offers multiple shred sizes to meet the legal requirements of your industry.
- » Environmentally proactive, recycling all documents after they have been shredded.
- » Offers a tailored solution for your business, specific to your needs.
- » Provide peace of mind, knowing that your sensitive information is secure.

# Secure Document Destruction Service Options

## One-time

- » Choose this if you need to destroy sensitive information periodically, such as outdated files or old tax records.
- » Shred-it's document shredding service is secure, convenient and legally compliant for your business or organization.
- » Receive a Certificate of Destruction after each service.

## Regularly scheduled service

- » Protect your information and reputation every day.
- » Shred-it maintains an unbroken chain of custody from the moment you place your documents inside our secure consoles, until we shred them either inside our mobile shredding trucks at your site or back at our secure facility.
- » Receive a Certificate of Destruction after each service.

**"Every time we call them, we like how responsive they are to our needs."**

*– Department of Labor, State of Idaho*

**"Quick response to questions. Courteous and efficient pickup people. Account rep has been great! The ease by which we are able to securely dispose of sensitive documents is immeasurable. Thank you!"**

*– First State CPS's, LLC*

## What is the best way to prevent a security breach? Adopt a *Shred-it All Policy*.

To avoid the risks of human error or poor judgement, don't ask your employees to decide which documents are confidential. Simply decide to shred all business documents when no longer needed.



### NAID-CERTIFIED INDUSTRY EXPERTS

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



**For peace of mind, contact Shred-it® today  
800-697-4733 | [shredit.com](http://shredit.com)**

