



# PACE shredding

paceshredding.com • 304.983.7223

## What can be placed in your shredding bins?

The confidential bins are intended for paper products. Most paper products may be placed in the confidential shredding bins.

- Loose paper-any color
- All Folders
- Plastic bound papers
- Magazines
- Newspapers
- Trade Publications
- Pay Stubs
- Mail
- Appointment Cards
- Post Its
- VHS Tapes
- Phone Books
- Invoices
- Customer Lists
- Employee Applications
- Out-of-date Sales Literature
- Bank Statements
- Sales Figures
- Marketing/Advertising Plans
- Contracts
- Canceled Checks
- X-Rays
- CD's
- Prescriptions Slips
- Audit Reports
- Medical Records
- Personal Records
- Profit & Loss Statements
- Claims and Litigation Records
- Drug Screens Paperwork
- Memos and Legal Briefs
- Cash Books
- Credit Card Receipts
- Computer Printouts
- New Product Designs
- Financial Statement
- Insurance Records
- Back-up Disks
- Floppy Disks
- Cassette/audio tape
- Credit Cards

## What NOT to place in shredding bins

- Food Waste
- Plastic/Glass Bottles
- Cans
- Liquids
- Cups
- Medical Waste
- Fast Food Waste or Containers

## Keep In Mind

PACE Shredding recycles 100% of our shredded paper domestically.

If you have questions about PACE Shredding contact Cheri Grigsby 304-376-0036