



# Confidential Paper Shredding Services

## DO place in container:

- Invoices & statements
- Letters & printed emails
- Customer information
- Supplier information
- Order forms
- Newspaper & magazines
- Books
- Plastic wallets
- Lever arch files



## DO NOT place in container:

- General waste
- Food waste
- Polystyrene
- Metal objects (except paper clips, lever arch files & staples)
- Electrical & electronic items
- Aerosols
- Batteries
- Hazardous waste



Our shredding services are CarbonNeutral® certified.

