

# The Hidden Costs of Do-It-Yourself Shredding

At first glance, using an office shredder might seem like a sound economical solution, but it's costing you more than you think.

## The Day-to-Day Costs

The initial cost of an office shredder is often fairly inexpensive. However, you also need to factor in the additional and ongoing costs that can really add up over time. For example:

- » If 5 employees spent just 5 minutes shredding each day that's 110 hours per year! Think how much that is costing you in wages, benefits and other employment costs.
- » Maintenance costs when the shredder breaks down.
- » Replacement costs when it fails completely.
- » Disposal of the shredded paper (which recyclers often refuse to collect).
- » There's also a potential health cost as shredding paper produces fine dust which is easily inhaled.

## The Costs of a Security Breach

In addition to the day-to-day costs associated with having your own employees take care of your shredding, you need to consider how secure your process is and how well you protect your confidential information.

- » Where are the confidential documents being stored before they're being shredded?
- » Are you sure all confidential information is being shredded when no longer needed?
- » How easy would it be to reassemble the document strips once they've gone through the office shredder?
- » Is your business required to provide proof of secure document destruction for industry-regulated compliance?
- » What would be the full cost to your business - e.g. reputation, fines, bottom line - if you were the target of a security breach?



## THE HIDDEN COST OF DO-IT-YOURSELF SHREDDING



With Shred-it®, we ensure that you have peace of mind knowing that:



We provide a secure chain of custody from locked consoles for document storage to regular and secure removal of documents by a trained security professional.



We securely shred all documents using cross-cut technology that produces small confetti-like pieces that can't be put back together again.



With a recommended *Shred-it All Policy*, you eliminate any confusion on what must be shredded.



Upon completion, you get a Certificate of Destruction to demonstrate compliance and proof that your documents were permanently destroyed.



We're helping you mitigate your risk of a costly security breach so that you and your employees can focus on growing your business.



You can feel good knowing that all paper placed in Shred-it containers is not only secure but will also be recycled.



For more information, contact us at 6787 7777  
or visit us at [shredit.com/singapore](https://shredit.com/singapore)

