



FACT:

You could pay millions in fines if there is an information breach.

FACT SHEET

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 cost of purchasing an office shredder is normally less than \$200. However, you also need to factor in the additional and ongoing monthly costs that can really add up over time. For example:

Number of employees	5
Shred time (min)/day for each employee ¹	5
Number of working days in a month	22
Monthly time spent shredding (min)	550
Equivalent time in hours spent shredding	9
Avg hourly wage (including benefits) ²	\$34.15
Monthly labor cost to shred	\$307.35
Yearly labor cost to shred	\$3,688.20

The Costs of a Security Breach

In addition to the labor 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?



We protect what matters.

 **Shred-it®**

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
800-697-4733 or visit us at shredit.com**

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