

# How to Choose a Shredding Company

When you let documents pile up, your customers' and employees' confidential information can be put at risk. Shredding is a safe and secure way to dispose of sensitive documents that are no longer needed. However, all paper shredding services are not the same. Selecting the right shredding service provider is important to ensure your documents are safely and securely destroyed.

## Use the following checklist when looking for a document destruction provider:

- |  |   |
|--|---|
| <input type="checkbox"/> Has an excellent reputation and can provide references  | <input type="checkbox"/> Gives you the option of watching the document destruction and provides a Proof of Service Certificate                    |
| <input type="checkbox"/> Understands laws, especially as they pertain to your industry                                     | <input type="checkbox"/> Uses cross-shredders and other destruction machines (hydraulic shearer or crusher)                                       |
| <input type="checkbox"/> Professionally trained and extensive, three-level background screening process of representatives | <input type="checkbox"/> Can accommodate hard drives and other specialty items, including x-rays, old credit cards, employee ID badges, and more* |
| <input type="checkbox"/> Provides secure, locked containers to hold documents prior to destruction                         | <input type="checkbox"/> Recycles all shredded documents  |
| <input type="checkbox"/> Shreds all documents in a secure area where the document handler is the only one with access      | <input type="checkbox"/> Offers a FREE security risk assessment   |

By following this checklist when you research potential document destruction providers, you will be able to make an informed choice about which service to use and which one may not really be providing you with a secure solution.

## Why Choosing Shred-it® Just Makes Sense.

You'll find that Shred-it® provides the most secure and efficient confidential information destruction service in the industry.

**Industry-specific knowledge:** Shred-it®, a Stericycle® solution, has over 30 years of experience helping our customers protect their confidential information. Shred-it® experts are knowledgeable about information security legislation and best practices to help protect your reputation.

### Secure shredding:

- ▶ Shred-it® installs locked containers in your facility. All documents that need to be destroyed are deposited in them.
- ▶ Only a Shred-it® security-screened specialist removes your documents from the locked containers.
- ▶ Following NAID AAA-certified processes, documents are shredded onsite or transported in GPS-equipped vehicles and stored at our secure facilities prior to destruction.
- ▶ A Proof of Service Certificate is provided after every material pick-up to acknowledge that your documents have been collected for secure destruction.

**Multiple shred sizes:** Our proprietary cross-cut shredders securely and completely destroy your documents. We offer three levels of shred size for you to choose from based on your security needs.

**Time and money savings:** Your employees will have more time to spend on other priorities, and documents are not left unprotected while waiting to be shredded. Your confidential information is never sorted prior to shredding.

**Service reliability:** Shred-it® has the largest footprint in North America, allowing it to serve the most business addresses across the United States and Canada.

For more information, contact us at 800-697-4733 or visit us at [Shredit.com](https://www.shredit.com).

**We protect what matters.™**

© 2024 Stericycle, Inc. All rights reserved. STC\_SHRCOMPINFO\_0824

\*Service is subject to local availability.

 **Shred-it®**  
A Stericycle® Solution