



Items that CAN be shredded:

- White Paper
- Colored Paper
- File Folders
- Staples & Paper Clips
- Catalogues
- Phone Books

Items that CANNOT be destroyed:

- Hazardous materials
- Heavy Metal objects such as Metal Plates, Nuts & Bolts.
- Three Ring Binders
- Wood or Glass
- Hard cover books
- Greetings Cards with Sound (Battery inside)
- Brown Paper Bags

We can make arrangements for special needs:

- CD's and plastic cases
- Back up Tapes
- Microfilm
- X-Rays