

# "Contact Free" Secure Shredding

## Prepaid Shred Bags

**FILL. SEAL. SHRED. RECYCLE.**

**FOR PAPER DOCUMENTS ONLY. PAPER MUST BE IN DRY CONDITION – NO WET OR MOLDY DOCUMENTS WILL BE ACCEPTED. NO MIXING OF MATERIALS ALLOWED.**



- ✓ Paper materials
  - ✓ Confidential documents, envelopes
  - ✓ Credit card receipts
  - ✓ Bills, mails, bank statements
  - ✓ Cancelled cheques
  - ✓ Staples and small paper clips allowed
- ! Please do not mix them with paper in the shred bags. You can bring them separately. These items are processed and shredded separately from paper shredding
- ! Digital data – X-rays, hard drives, solid-state drives, USB drives, CD/DVDs, VHS/data tapes
  - ! Photos, photo negatives, glossy magazines
  - ✗ Metal “bull-dog” clips, binders, plastic folders, metal hanging folders, coils, keys
  - ✗ Hazardous materials (incl. moldy records), batteries of any kind, lighters, matches
  - ✗ Heavy cardboard, construction waste, wood, framed pictures, metal (of any kind)
  - ✗ Cell phones, computer, printer, cartridges, toners, photocopier parts
  - ✗ Coins, memorabilia, metals of any kind (licence plates, ‘ringed’ binders, etc.)
  - ✗ Plastics of any kind, including empty medicine vials
  - ✗ Trash, food waste, wrappers, soiled tissues, liquids, animal feces (mouse/rat droppings)