

EnviroShred Inc.
THE PAPER TRAIL ENDS HERE

DON'T WASTE TIME SEPARATING YOUR MATERIAL!

EnviroShred does not require removal of staples and paper clips from documents we are going to shred. Our high-speed, on-site trucks can shred: binders, staples, paper clips, compact discs, manuals, books, hard-cover binders, file folders and other paper storage systems, floppy disks, CD ROMS, DVDs, tapes and other computer storage media, plastic bags, medical pill bottles, Shannon files etc.

NAID AAA
CERTIFIED



ALBERTA
BASED

SECURE &
CONFIDENTIAL



WHAT TO SHRED:

Examples of Secure Documents for Shredding

Personal Information

Addresses
ATM receipts
Bank account information
Bank statement
Brokerage account information
Cancelled & voided checks
Credit & debit card numbers
Credit reports and histories
Drivers' license numbers
Employee pay stubs
Employment records
Insurance policy data
Investment documents
Medical and dental records
Passport number
Resumes
Social Security number
Telephone number
Tax forms
Travel itineraries
Used airline tickets

Files and Records

Account records
Audits
Bank statements

Client Data

Business plans
Cancelled checks
Computer reports
Credit card numbers
Executive correspondence
New product information
Obsolete collateral
Photographs
Presentations
Price/inventory lists
Proposals and quotes
Proprietary documents
Receipts/invoices
R&D files/data

Files and Records continued....

Competitive information
Computer records
Contracts
Correspondence
Diligence files
Fax machine ribbons
Financial records
Insurance records
Intellectual property records
Internal memos
Invoices
Legal documents
Market research
Marketing material
Obsolete contracts
Official notices
Payroll records
Personnel files
Phone records
Planning documents
Price lists
Purchase receipts
Sales forecasts
Tax records
Training information
X-rays

Non-Document Destruction

CD-ROMs/CD-Rs/DVDs
Computer Backups
Microfiche
X-Rays
Videotapes
Cassette Tapes
Casino Chips
Product Samples
Prototypes
Uniforms

**If shredding computer parts or "non-documents" such as hard drives please keep separate or let the driver know to prevent sparks when shredding. (Additional fee may apply.)*

www.enviroshred.net

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Edmonton
(780) 497-7115

Medicine Hat
(403) 504-1122

