



FREE Member's Only

SHRED EVENT

Membership Benefit

This free, members-only Shred Event allows you to easily and securely dispose of unwanted documents that contain confidential information.

Expanded Event

We have expanded our Shred Event to be held over a period of several days rather than a couple hours in one evening.

Drop Off Times

Drop off times will be during our regular lobby hours; Monday-Friday from 8am-5pm.

Shredding

The documents will be securely stored in a locked canister inside our building. They will then be transported in those locked canisters to a secure location for shredding.

Convenience!

We will have a cart available to help you haul your shredding from your vehicle to the locked canisters inside our building.

NOT Allowed

- Plastic
- Hard Drives
- Plastic Bags
- Micro Media

Lots of Shredding?

We are not restricting the amount you're allowed to bring. However, if you have a large quantity (back end of a pickup, trailer, or similar) please let us know.

NO Plastic Bags

All items to be shredded MUST be removed from plastic bags. Cardboard boxes or storage totes typically work the best to transport your documents.

Please Remove:

- Binder Clips
- Ledger Binders
- Paper Clips
- 3-Ring Binders

Specialty Items

Credit cards and compact discs must be separated from the rest of your shredding. They will be taken back to the warehouse for destruction.

Staples

Staples can remain in the paper while it is being shredded.

Spiral-Bound Notebooks

Pages do not need to be removed from spiral-bound notebooks.

If you have any questions this flyer does not cover, please don't hesitate to reach out to us.