



Shred-It USA Inc
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Confidential Paper Shredding & Recycling Do's & Don'ts

- **DO Place in Container**

- *White Paper
- *Colored Paper
- *File Folders
- *Window Envelopes
- *Staples & Paper Clips are ok
- *Brochures
- *Invoices
- *Transparencies
- *Plastic Cards (i.e. credit cards)
- *Newspapers & Magazines
- *Receipts

- **DO NOT Place in Container**

- *Food Waste
- *Hanging Folders
- *Metal Objects
- ***Batteries/ Cell Phones – Will catch the truck on fire!**
- *Plastic Objects
- *Binders with Plastic covering
- *Rubber Bands
- *Paint
- *Flammable Materials
- *Printer Cartridges
- *Glass of any sort
- *CDs
- *Diskettes
- *Laminated Items
- *Hard Drives