

SHREDDING

Sort it out

YES

- ✓ Advertising flyers
- ✓ All office paper
- ✓ Bank statements
- ✓ Catalogues
- ✓ Clean paper of any kind
- ✓ Coil bound books
- ✓ Confidential paper materials
- ✓ Envelopes: plain & window
- ✓ Hardcover & paperback books
- ✓ Magazines, newsprint & newsprint inserts
- ✓ Note pads
- ✓ Paper folders
- ✓ Paper hanging dividers
- ✓ Paper with small clips & staples
- ✓ Printer paper
- ✓ Shredded paper
- ✓ White & coloured computer copier paper
- ✓ Writing correspondence & loose-leaf paper

NO

- ✗ Aerosol containers & cans
- ✗ Ammunition & bullets
- ✗ Any large metal
- ✗ Batteries
- ✗ Binders - 3 ring
- ✗ Cardboard
- ✗ Cassette tapes
- ✗ Clothing & textiles
- ✗ Compact disks (CDs)
- ✗ Directories & large bound publications
- ✗ DVDs & data tapes
- ✗ Electronics & small appliances
- ✗ Glass
- ✗ Hard drives
- ✗ VHS tapes
- ✗ Wood