



## Services

### Off-site Shredding

Off-site shredding is the fastest and more affordable alternative when having to shred your documents. Your documents will be securely removed by the box or bin and brought back to our facility where it is shredded within 24 hours. The process involves a thorough and detailed chain-of-custody procedure. With regular scheduled pickups we provide secure locked containers for your scheduled pick-ups, one of our uniformed employees will pick up your container and replace it with an empty one. Your container stays locked as our driver securely transports your material to our Legal Shred facility. You will always receive a Certificate of Destruction. Customers are welcome to visit our location and witness the destruction of their materials.

### X-ray Destruction

We shred all types of X-ray film, some include standard X-ray film, lithographic films, radiology film, dental X-ray, MRI film and many more.

### Hard Drive & Media Destruction

Just as important if not more, hard drives and media have confidential information that needs to be destroyed. A single hard drive can have millions of confidential documents that can be recreated. With Legal Shred we completely destroy the hard drives. Although many companies offer the service of erasing information off the hard drives we believe that complete destruction is safer and more secure.

## Programs

Whether it is for a one-time paper shredding pick-up at your home or small business or a regular pick-up schedule at your place of business, Legal Shred will work with you to determine your needs. There are a variety of options available for your convenience:

### On-Site and Off-Site one time purge

Just need to clear out some old bills and files that can now be disposed of? Are you a company doing your yearly purge of old records? No problem. Call Legal Shred and we will come to your home or place of business and we will securely shred your paperwork on site or take it to our facility for shredding. No amount to big or too small and you will always receive a Certificate of Destruction.

### On-Site and Off-Site Regularly Scheduled Pick Ups

Schedule regular pick-ups of your confidential documents and leave the rest with us. Company policies, customer information, business proposals, contracts... all of the documents collect in your office space more and more every day, Keep your company's information and documents safe by scheduling regular pick-ups with Legal Shred. Weekly, monthly, quarterly or annually - our uniformed drivers will arrive on schedule every time. Legal Shred can also adjust your schedule as needed to ensure no overflow during high volume times for your business.

## FAQ

### What does Legal Shred do with the paper after shredding?

Once your documents have been safely shredded, we bale and recycle the paper as an added security measure not to mention the additional environmental benefits recycling provides.

### How quickly can Legal Shred pickup my material?

Most often, if it is off-site shredding you require, we can pickup within 2 days. On-site shredding we will schedule within 3-5 days of your call. With scheduled contracts, we will pickup on the days established during the contract stage.

### Will you supply containers for us to place material in for shredding?

Yes, we will provide all bins and consoles at no charge for customers who have scheduled pickups.

### Can I watch material being shredded?

Customers are welcome to watch material shredding at our facility or on our mobile shredding trucks at any time. Once your documents have been shredded we will provide you with a Certificate of Destruction to confirm all compliancy requirements were met.

### Why would someone choose to do off-site shredding verse on-site shredding?

Because we are able to process materials quicker on our facilities, off-site shredding is more economical yet still very secure. The average mobile shredding truck only handles 3500 Lbs per hour and our facility shredder handles close to 14,000 Lbs per hour and enables us to pass off the savings to our customers who choose to use our off-site shredding service. No matter what service you choose, you will always be given a Certificate of Destruction.