

OK TO SHRED...

- ALL OFFICE PAPER
- COMPUTER PAPER
- COPY PAPER
- POST-IT-NOTES
- NOTE PADS (NO METAL BINDINGS)
- MAGAZINES & NEWSPAPERS
- ENVELOPES W/WINDOWS
- MANILLA FOLDERS
- HANGING FILE FOLDERS
- STAPLES
- PAPER CLIPS
- BINDER CLIPS
- RUBBER BANDS

NOT OK TO SHRED....

- METAL OBJECTS
- CARDBOARD
- 3-RING BINDERS
- FABRICS/TEXTILES
- BACK UP TAPES
- CD'S
- PC BOARDS & HARD DRIVES
- PLASTICS
- WOOD
- GLASS
- COMPUTER PRINTOUT
- BINDERS
- VIDEO TAPES