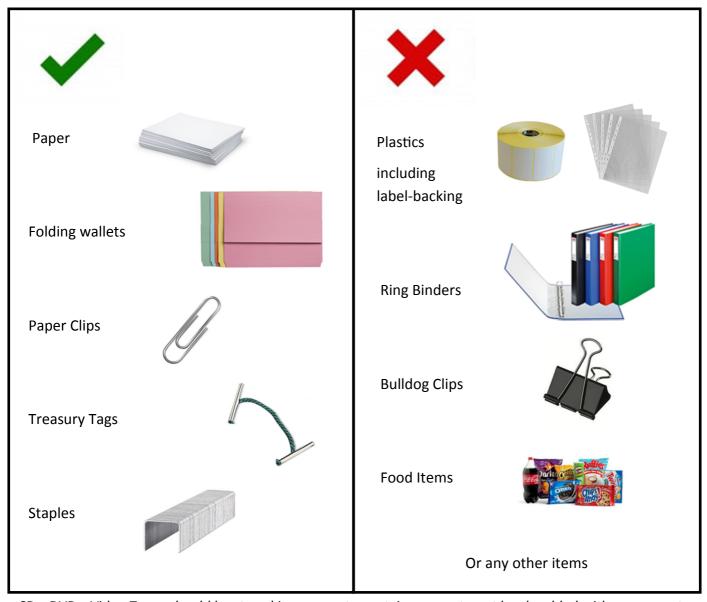


PAPER SORTING GUIDE

Acceptable 'Sorted Confidential Documents'

Our aim is to recycle all of the documents that we shred. To help this process we ask that you use the following guidelines before we shred your documents. Unless otherwise stated, our quotations* are based on your documents already being sorted and only containing the acceptable items below.



CDs, DVDs, Video Tapes should be stored in a separate container so as to not be shredded with paper waste.

*Additional charges are applicable if these guidelines are not adhered to.

Lancashire Confidential Shredding L Building, Glenfield Business Park, Philips Road,

Blackburn, Lancashire, BB1 5PF.

Web: www.lancashireshredding.com email: service@lancashireshredding.com Telephone 01254 739485