

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.

<div data-bbox="159 593 295 705"></div> <div data-bbox="143 784 231 828">Paper</div> <div data-bbox="359 750 582 862"></div> <div data-bbox="135 974 343 1019">Folding wallets</div> <div data-bbox="486 907 734 1064"></div> <div data-bbox="135 1153 295 1198">Paper Clips</div> <div data-bbox="406 1120 534 1265"></div> <div data-bbox="135 1344 327 1388">Treasury Tags</div> <div data-bbox="534 1288 718 1467"></div> <div data-bbox="135 1534 247 1579">Staples</div> <div data-bbox="367 1500 558 1646"></div>	<div data-bbox="853 582 981 705"></div> <div data-bbox="837 795 1021 952">Plastics including label-backing</div> <div data-bbox="1077 739 1428 929"></div> <div data-bbox="837 1086 1021 1131">Ring Binders</div> <div data-bbox="1093 974 1404 1176"></div> <div data-bbox="837 1276 1021 1321">Bulldog Clips</div> <div data-bbox="1173 1198 1316 1377"></div> <div data-bbox="837 1467 997 1512">Food Items</div> <div data-bbox="1125 1433 1340 1545"></div> <div data-bbox="1013 1635 1268 1680">Or any other items</div>
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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.

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