

Confidential Services



Who we are and what we do?

- ☐ Confidential Services provides your business with the quickest and most secure way to destroy all of your confidential documents, sensitive data, and proprietary materials
 - ☐ Included, but not limited to, customer files, medical records, marketing strategies, financial/bank statements, classified documents, R&D information, personnel and payroll records, government documents or blue prints, Confidential Services specializes in certified destruction of all types of sensitive documents including microfilm, microfiche and X-rays
 - ☐ We undertake shredding for financial institutions, the health care and insurance industry, BPO & IT industry, educational institutions, government agencies and the private sector
 - ☐ We have the most advanced shredding machines available today, and our on-site operational procedures guarantee that your information will not fall into wrong hands
 - ☐ Our services are performed by insured and bonded professionals. Our services are convenient, inexpensive and totally secure
 - ☐ By utilizing our services, you and your company will save time, money, and energy all the while ensuring that your confidential matter is destroyed
 - ☐ We strive to build lasting relationships with our customers through trust, professionalism and by contributing to preservation of our environment by guaranteeing 100% paper recycling
 - ☐ Don't place your confidential business information at risk. Don't waste time and money shredding material yourself. Let us remove and recycle your shredded paper, saving you the cost of dumpster and removal fees
 - ☐ Confidential Services prides itself on being an environmentally responsible corporate neighbor. All destroyed paper is sent directly from our plant to a paper or pulping mill where it is pulped and recycled into new paper household goods. We are truly a GREEN company
 - ☐ Call Confidential Services for fast, friendly service and the most secure method of destroying your confidential material. Satisfaction Guaranteed!
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Why shredding is important ?

All levels of government are increasing their enforcement of data privacy laws and making protection against consumer fraud a priority. The security of sensitive customer, employee and business information is a requirement and should be a critical part of your document management program to mitigate risks associated with:

- ☐ Identity theft
- ☐ Loss of confidential documents
- ☐ Misuse of sensitive information
- ☐ Noncompliance with privacy law

Other benefits...

We believe in protecting the environment and, therefore, are committed to recycling 100% of your shredded documents. Destroyed documents are recycled into material such as paper towels, toilet paper, cereal and corrugated boxes, and stuffing for diapers

For every ton of paper we shred we save:

- ☐ 17 trees
 - ☐ 6,953 gallons of water
 - ☐ 463 gallons of oil
 - ☐ 587 pounds of air pollution
 - ☐ 3.06 cubic yards of landfill space
 - ☐ 4,077 kilowatts of electricity
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What services we offer ?

On-site Service

- For customers whose policies dictate that material be shredded at their facility, Confidential Services offers on-site document destruction
- We offer the convenience of shredding at your location. we bring our state of the art mobile shredders to your location for shredding
- Any designated employee is welcome to observe the destruction
- This on-site document destruction service is convenient for firms that need to personally witness the destruction of documents or other confidential information
- Upon completion of the project, your certificate of destruction is your guarantee and serves as your document of compliance to ALL federal and state guidelines related to the proper handling of such information.
- On-site shredding offers the highest level of information security

Very little preparation of your material is required. Confidential Services can accept material with staples, paper clips, binders, etc

Document Security: we protect your documents through every step of procurement and disposal

Protecting Our Environment: 100% of the shredded material is recycled

Off-site Service

- For customers having space constraints, we take your documents to are facility where it is destroyed
- Any designated employee is welcome to observe the destruction process at our facility
- This process, which is constantly evaluated, assures you and your clients, customers, patients, cardholders, etc., that their information will be held in the strictest confidence and handled with the greatest possible care from the time it is picked up at your facilities until it is destroyed and delivered to a recycling facility
- Upon completion of the project, your certificate of destruction is your guarantee and serves as your document of compliance to ALL federal and state guidelines related to the proper handling of such information

Why Confidential Services ?

Confidential Services is **Economical**: We significantly reduce your in-house shredding costs. You save on labor and costly file storage space and those savings can justify the relatively small cost of outsourcing your information destruction. In addition, your liability is reduced by complying with privacy laws

Confidential Services is **Convenient**: There is no need to remove staples, paper clips, file folders, or report covers. You save time because we can destroy it all

Confidential Services builds your company's positive image. With your commitment to the protection of confidential information, you show your concern for employees and clients

They believe in Confidential Services...

