

# What Should Go Into Your Infoshred Container?

***Shredding Containers should never be left unlocked or overfilled!***

## ✓ YES

### ■ Confidential Material!

Any document or piece of paper containing sensitive information.

- Stapled Paper
- Paper clips
- Binder clips
- Colored Paper
- Manila Folders
- Hanging Folders
- Medical Charts
- Rubber Bands
- Carbon Paper



## ⊘ NO

- Coffee Cups
- Beverage Containers
- Food Packaging
- Food Waste
- Plastics
- Brown Paper Bags
- Plastic Bags
- Newspapers
- Magazines
- Three Ring Binders
- Cardboard
- Tissue or Tissue Boxes
- Paper Towels
- Medical Waste
- Ammunition
- Solid or Metal Batteries

## Technology Related Materials

**Please use a separate, labeled container!**

Call customer service to arrange for destruction or e-recycling services.



- \* CDs
- \* Back-up tapes
- \* VHS tapes
- \* Hard drives
- \* Microfilm
- \* Toner Cartridges
- \* Cell phones
- \* X-ray film

**Please call for a quote: 860-627-5800 or 888-800-1552**