



**YOUR ON-SITE DOCUMENT DESTRUCTION SPECIALISTS**

**Universal Shredding** LLC

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niversal Shredding LLC is your source for on-site, secure document destruction. Private information isn't limited to bank statements and business contracts. Printed confidential materials are produced daily in every business and by every employee – from employee medical records to strategic planning documents. As the fastest-growing forms of fraud, identity theft and corporate espionage threaten to destroy personal credit ratings as well as business reputation and security.

### **What makes Universal Shredding different?**

On-site shredding makes all the difference. There are so many opportunities for error in the off-site shredding service model – from the office's paper collector to the truck driver to the many employees involved in the warehouse sorting and shredding process.

Universal Shredding collects your private materials and destroys them on the spot. The security and privacy of your materials begins the moment they are deposited into your office's Universal Shredding locked, secured bin. Universal Shredding's secure process is safer than having confidential materials picked up and transported for off-site shredding, as other companies do.

Locked security bins keep materials safe from curious employees or waste management employees when you're not around. Your materials need not be entrusted to more than one company or person. Universal Shredding replaces all duties otherwise assigned to your office's paper collector, the driver of the truck carrying your confidential materials, plus the off-site shredding facility's warehouse staff, paper sorters and shredders.



## Why should you shred?

### Financial Benefits

Outsourcing your shredding needs is actually less expensive than shredding in-house. When you consider the cost of an office shredder, the paid employees' time taken to operate the shredder, maintenance costs and other implicit costs like electricity and disposal, a comparison with the cost of an outsourced shredding service illustrates that shredding in-house actually costs 40-60% more than an outsourced service.

Universal Shredding's largest security container holds 300 lbs. of paper and our mobile shredding vehicles can shred that amount of paper in 8 minutes. A standard office shredder would need 26 hours to shred the same amount.



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Toll-free: 1-877-SHRED-44

## Operational Benefits

Using an office shredder is time consuming. Universal Shredding's service eliminates the need for employees to remove staples, paper clips, or rubber bands and to dispose of the shredded material. We provide a free, locked security container and all labor for complete on-site destruction and disposal of the shredded material. Your total employee involvement boils down to only the time it takes one employee to co-sign your Certificate of Destruction issued on the spot, certifying complete and secure destruction.

## Security Benefits

Even with the intention of keeping current with daily shredding, day-to-day spikes in workload result in the shredding piling up. At the rate paper is generated, it doesn't take long for an inconvenient pile to accumulate near the shredder. Universal Shredding ensures that your company is compliant with all FACTA, HIPAA, Gramm-Leach-Bliley, SEC and international regulations, assuring your consumers and partners that you'll safeguard their information.



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[www.universalshredding.com](http://www.universalshredding.com)

## What should you shred?

It's unlikely you'd send competitors your customer lists, advertising campaign, new product information or training manuals. But in this day and age, where paper consumption has steadily increased despite technological and computer advancement, the risk of printed information falling into the wrong hands remains a constant threat.

Through our secure document destruction process, Universal Shredding helps your organization protect personal data and the confidential information of your company, your suppliers and your customers. It's not just good business practice; it's now the law no matter what size your company may be.

Our secure mobile shredding vehicles destroy all kinds of paper documents right before your eyes. What types of documents should you shred to protect you, your company, your customers and vendors?

## Paper Documents

- Executive Level Budget/Reports
- Human Resources/Payroll Information
- Research and Development
- Accounting and Information Technology
- Operations
- Procurement
- Sales and Marketing

## Other Media

- CDs/Floppy Disks
- X-ray Film
- Microfiche
- Binders

## The shredding process

① Your employees deposit confidential material into locked security containers provided by Universal Shredding free of charge.

② A uniformed and bonded Universal Shredding technician arrives to transport the locked containers to our mobile shredding truck parked at your site.

③ Each container is placed into the shredding truck's bin-lift tunnel where it is quickly and securely lifted and tipped into the shredding system. Your material is shredded in minutes, never touched by human hands. For peace of mind, you are invited to witness the destruction of your material via our onboard monitor.

④ Before leaving your facility, Universal Shredding's technician provides a signed Certificate of Destruction certifying the complete and secure destruction of your information.

⑤ Universal Shredding delivers all shredded material to a recycling center, protecting the environment as well as your business.



## It's the Law!

Ever-growing regulations, consumer demands for protection of personal information and needs to protect corporate reputation make timely, secure shredding an essential part of your records management program. Holding information beyond its required retention period incurs unnecessary storage costs and leaves you vulnerable to risks of theft, misuse, disclosure, legal discovery and non-compliance fines.

Governments and regulators around the world continue to develop legislation to help protect individuals and businesses. But prevention is the best solution.

Universal Shredding's secure document destruction program was developed specifically to deal with regulatory privacy and confidentiality requirements such as HIPAA, FACTA and Gramm-Leach-Bliley that protect you and your customers.

Compliance with these privacy policies isn't just good business practice; it's now the law.



**Universal  
Shredding** LLC

95 Tenney Street

Georgetown, MA 01833

Local: (978) 352-8567

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