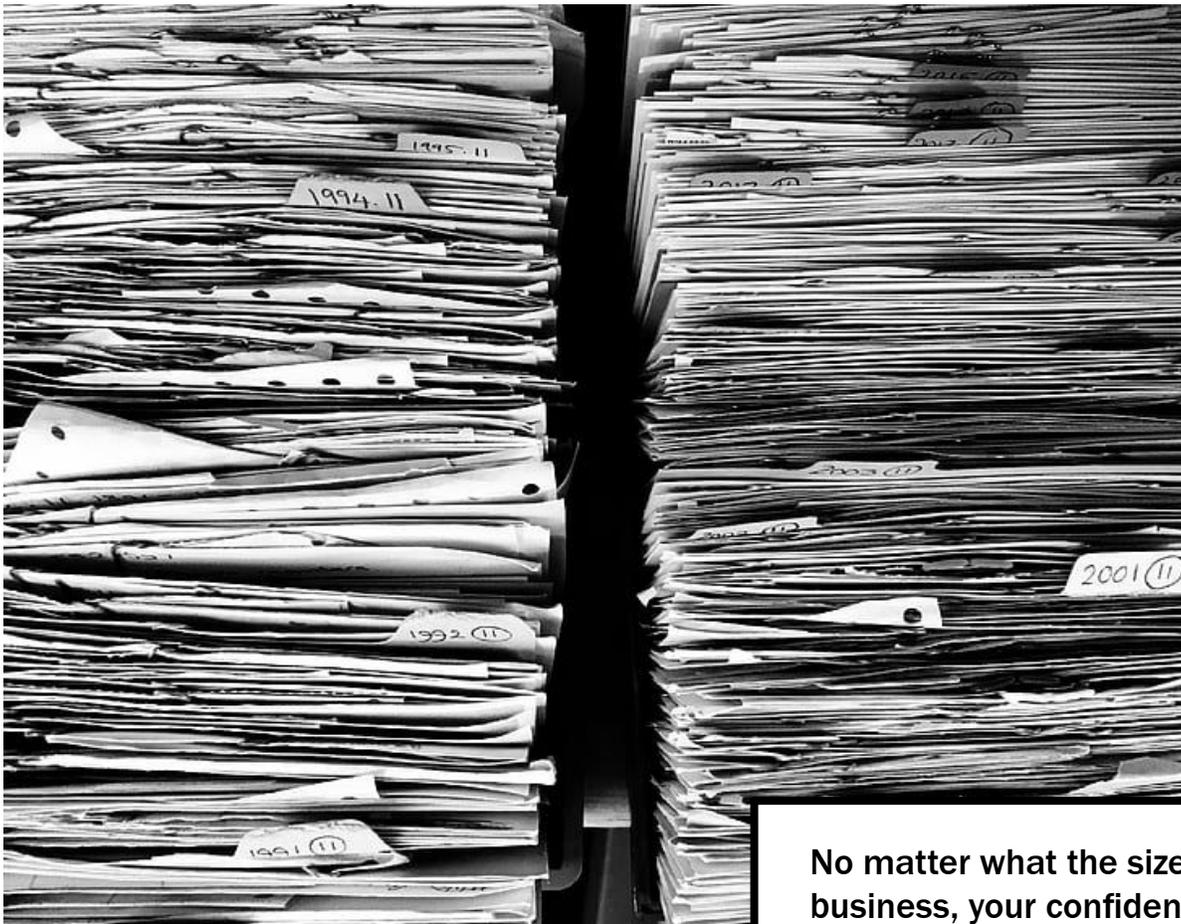


# Five reasons why you need a professional shredding service



No matter what the size of your business, your confidential information and that of your customers is at risk if not handled properly.

# Five reasons why you need a professional shredding service

Your documents must be securely stored and properly disposed of in order to protect you and your customers. Here are five reasons to use an outside professional shredding service to satisfy your document destruction needs.

## 1. To comply with legal requirements

All businesses are required to use reasonable security measures to protect the personal information of their employees and clients. A professional shredding service will take custody of documents containing this information, guarantee their security, and provide you with a certificate showing when the documents were destroyed. This allows you to be in compliance with key legislation such as HIPAA and FACTA and you can provide the documentation showing your documents were shredded properly.

## 2. To better protect employee & customer information

When you do your shredding in-house, your employees who shred have access to the personal information of other employees and customers. Using an outside professional service prevents the misuse of information by insiders with knowledge.

## 3. To guarantee a convenient and reliable document destruction process

When documents are ready to be disposed of there is a need for a secure place to deposit them. Professional shredding companies

provide their customers with lockable bins where documents can be safely placed and stored. Then, at a mutually convenient time the shredding service can empty the bins and take control of the documents for shredding.

## 4. To save money

Businesses who use a professional shredding service do not have to purchase and maintain expensive cross-cut shredding equipment. And they don't have to divert employees from their primary tasks so that they can shred documents. Outsourced shredding services are typically less than ½ the cost of doing it yourself.

## 5. To protect the environment

Professional shredding companies uniformly recycle their shredded paper. So, when you use a shredding company you save precious landfill space from overuse.



James Parker, owner of Shredding on the Go, is passionate about shredding and serving individuals and businesses in his community.

Want to learn how a professional shredding services could integrate with your company's daily operations? Visit [shreddingonthe.go.com](http://shreddingonthe.go.com) or contact us via email, [info@shreddingonthe.go.com](mailto:info@shreddingonthe.go.com).