



.A Division of Midway Moving & Storage, Inc.



SHRED EVENT FAQ

WHAT DO YOU SHRED?

Any residential **paper** documents that contain personal or private information.

Examples include:

- Bank statements & Invoices
- Outdated medical records
- Pay stubs & Receipts
- Credit card offers
- Tax returns older than seven years

WHAT CAN AND CAN'T BE SHREDDED

Our primary mission is to shred confidential paper documents and to recycle as much of that paper as possible so it can return to the marketplace and avoid being dumped in a landfill. The more pure the paper, the more likely it will be re-used.

It is difficult to provide a comprehensive list of every acceptable or unacceptable item, but here is a basic guide:

ACCEPTABLE AND OPTIMAL
White office paper (copier, computer, legal, letterhead, loose-leaf, cash receipts, memos, and other types of white paper) with any colored ink, non-glossy
ACCEPTABLE
Mixed Paper - Colored copier paper, windowed or windowless envelopes, yellow legal pads, manila and colored file folders, message pads; non-glossy flyers pamphlets and brochures
NOT ACCEPTABLE
Newspapers, magazines, plastic bags or sleeves, bubble-insulated envelopes, credit and ID cards, license plates, cardboard (including hardcovers of books and composition folders), 3 ring binders, notebook spirals, plastic file covers, hanging file folders, accordion folders, paper towels, napkins, tissues, CDs, disks, X-rays, blueprints, styrofoam, prescription medicine bottles, and no electronics or hard drives of any kind.
WHAT ABOUT STAPLES AND PAPER CLIPS
Small staples and plain metal paper clips on your documents are okay. Please remove any plastic binder clips or any other large metal or plastic fasteners.





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ANY OTHER RESTRICTIONS?

This service is for residential customers only. Midway has the right to refuse any obvious business or institutional documents. Business customers; please call Midway at **773-588-7000, option 6** for a custom quote for your project. We accept all project sizes. Please mention the event you attended to receive discounted rates.

WILL I SEE MY ITEMS BEING SHREDDED?

Yes; all of our shred events utilize a mobile shredding truck with a shredding unit on-board and video monitor which allows you to witness your documents being shredded live and in-person.

WHAT HAPPENS TO THE PAPER AFTER IT IS SHREDDED?

The paper is taken to a paper recycling center for processing within 24 hours of each event.

WHAT IF I HAVE MORE TO BE SHREDDED OR CAN'T MAKE IT TO THIS EVENT?

Please call Midway at **773-588-7000, option 6** for a quote on our paid services. We offer discounted self drop-off service as well as full-service pick-up and live shredding for as low as \$7 per box.

