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## PAPER & DOCUMENTS SHREDDING SERVICE

*Prevent identity theft and get your documents destroyed properly.*

DATE \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

LBS \_\_\_\_\_ X **\$1.49** / LBS =  
(MINIMUM)

Amount Paid

(No Tax)

### DO place in container:

- Client files and contact lists
- Financial reports
- Private correspondence
- Employee records
- Strategic business documents
- Staples and paper clips are ok

### DO NOT place in container:

- Batteries
- Food waste
- Hanging folders
- Large metal objects



Employee Name