

## You can't be too safe with sensitive documents!

Monk makes it easy to shred small or large quantities of documents.

We have partnered with Access Records, the local leaders in confidential data management, to bring you and/or your small business secure shredding services. To get started, visit your local Monk Office location to purchase a shredding box. You can then fill the box at your leisure and simply call Access Records when you are ready for pickup and shredding of the box.

### How does it work?

1. The bin you purchased from your local Monk Office is full! It's time to generate a shredding service request by calling Access Records.
2. Their certified (and friendly) Destruction Centre Transportation Specialists (DCTS) will arrive to pick up the full box – all you have to do is sign electronically!
3. Your documents etc. are securely transported to an Access plant for destruction.
4. Industrial cross-cut shredding occurs, and your confidential documents etc. are rendered into unreadable bits.
5. Shredded material is loaded into secure containers and shipped to a paper mill to be recycled.

### How much does it cost?

This service is currently only available to those living on mainland Vancouver Island and is not offered by our Port Hardy location.

- \$35 /pickup for Victoria (up to Langford)
- \$45 /pickup for anywhere north of Langford (up to Campbell River)

### What can I shred?

- Any paper (may include staples &/or paper clips)
- File folders
- Envelopes (with/without windows, including plastic envelope sleeves etc.)
- Plastic bindings
- Spiral bindings
- Paperback books (i.e. phone books)
- Binder clips
- Elastic bands
- Cardboard
- NCR (carbon paper)

### What can't be shredded?

- Batteries, cellphones, electronic material etc.
- Medical, pharmaceutical, chemical etc. waste/products
- Hazardous materials
- Binders
- Bottles/cans
- Food/liquids
- Styrofoam
- Metal/plastic/glass objects