

A Trusted Name Since 1985



# Mobile Document Shredding FAQS



## 1) If it's not paper, what else is ok to shred?

Paper clips, staples, small binder clips & manila file folders

## 2) What can't I shred?

Hanging file folders, fastener folders, three ring binders, ledger books, cardboard, x-rays, CDs, or large binder clips

## 3) What do you do with the shredded paper?

It gets recycled at a local paper recycler

## 4) What are your hours of business?

Monday-Friday, 8am-5pm

## 5) Do you have containers for continuing service? How much do they cost?

Yes we do, and they are furnished at no charge!

## 6) How am I charged?

We charge you by the number of 30 gallon consoles or 64 gallon bins you fill. The 30 gallon consoles are reserved for continuing service, while the 64 gallon bins can be used for purge jobs or continuing service.

## 7) How much do the 30 and 64 gallon containers hold?

The 64 gallon bins hold approximately 5-6 copy paper sized boxes, and the 30 gallon consoles hold approximately 2-3 copy paper sized boxes

## 8) Are the bins secure?

Yes, all of our bins and consoles are lockable, and locks are provided free of charge

## 9) Will you shred less than 2-3 copy paper sized boxes?

Yes, just bring them to our office and we will charge you by the box

## 10) Do you do residential shredding?

Yes!

## 11) Our paper is not on the ground floor, will you still accept the job?

Yes, but there will be an additional hourly labor charge

## 12) Do you offer a Certificate of Destruction (COD)?

Yes, upon request

## 13) How do we know that Richter Mobile Shredding is a Credible Organization?

We have been in business since 1985 and are a member of NAID (National Association for Information Destruction).



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