

## SECURITY CHECKLIST

If you or your company generates or uses any of the following confidential materials, ShredAssured can provide secure and cost-effective choices for secure destruction.

- Incidental records
- PC / Laptop hard drives
- Microfilm & Microfiche
- CD's, Data back-up tapes
- Old or obsolete files
- Customer lists & records
- Bids and quotations
- Invoices
- Contracts
- Inventory lists
- R & D reports
- Budget plans
- Business & marketing plans
- Accounting info
- Canceled and blank checks
- Credit card receipts & statements
- Credit card offers
- Credit information
- Legal documents
- Personnel records
- Tax records & payroll data
- X Rays
- Blueprints
- Applications for employment
- Social Security Numbers
- Signatures
- Correspondence
- Defective or obsolete products
- Patient or medical information
- Plastic credit and ID cards
- Deceased family member records
- Junk mail with your name & address
- **Any confidential information you do not want to fall into the hands of the wrong people!**

## SHREDASSURED DATA DESTRUCTION SERVICE

"We leave nothing to read -  
so you leave nothing to chance!"

**(800) 838-3840 (561) 753-4414**

## The affordable way to protect your company's data security

No need to purchase a paper shredder...No need to remove paperclips, staples or binders...No need to remove or degauss hard drives...Ensure your compliance with all federal laws and regulations...  
**...We take care of everything!**

Convenient and economical destruction of all your confidential data

A secure office data destruction policy, insuring compliance with all governmental regulations

Complete physical destruction of PC hard drives, X-rays, microfilm, microfiche, DLT or LTO back-up tapes or any other proprietary information

Certificate of Destruction issued certifying the time and date your materials were destroyed

Locally owned - Professionally operated

**CALL TODAY FOR A FREE SECURITY AUDIT!**

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ShredAssured provides Confidential Data Destruction and Paper Shredding Services to Clients throughout South Florida. Contact us for Prompt, Professional Service in the following Counties: St. Lucie, Martin, Palm Beach, Broward, Miami-Dade, Monroe, Collier, Lee, Hendry, Charlotte and Glades.

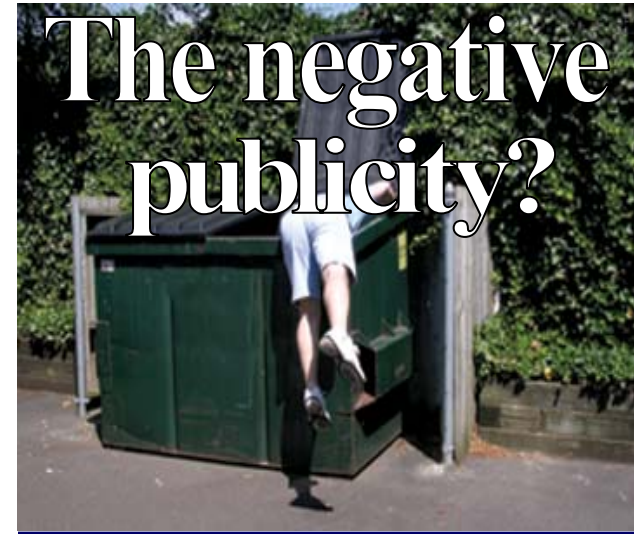
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If your confidential records fell into the wrong hands...

## Could your company survive the lawsuit?

## The negative publicity?



See inside for a proven, 3-step procedure  
to **ELIMINATE** your data security risk

— at a cost you can afford!

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# Data destruction — it's THE LAW!

**W**hether it's a home based business, a small company with a few employees, or a large corporation with multiple locations and thousands of employees, **you have sensitive material which, in the wrong hands, could damage or even cripple your business.**

If you keep records of various types, your company's security could be breached if they are merely thrown in the garbage or viewed by the wrong people. Sensitive information, in the wrong hands, can become a serious liability. Customer lists, drafts of bids and letters, even memos, contain information about your business activity that would interest any competitor. Your business is also entrusted with private information about employees and customers which you are legally required to protect. In 1974 the Federal government enacted the Federal Privacy Act to protect the privacy of individuals and businesses.

**All government agencies as well as the private sector can be held liable if any personal information is released to unauthorized individuals.**

ShredAssured will customize one of our shredding services to meet your needs. We'll provide On-Site or Off-Site shredding, offer different container options for your work place then pick up your material as often as you require.

**ShredAssured gives you the highest quality service you should demand, as well as the peace of mind you should expect.**

If your organization is privy to private information and that information becomes public, it could be argued in a court of law that you had a responsibility to protect it, and are, therefore, liable for any damages. To protect your organization against the risk of liability, it is a smart business practice to routinely shred stored records as soon as their retention period is up, and to routinely shred daily documents as soon as they have outlived their usefulness.

We have established relationships with our clients by providing them with superior security, outstanding customer service and cost-effective pricing. No matter the type of organization, or whether you need to comply with FACTA, HIPAA or Gramm-Leach-Bliley regulations; **ShredAssured is the answer for Maximum Security and Privacy Protection!**

# SECURE DATA DESTRUCTION: *Step-By-Step To Peace of Mind*

## STEP 1

A ShredAssured Security Officer - licensed, bonded and specially insured - will pick your materials up without interfering with your daily operations. If you prefer, you may deliver your confidential materials to our facility yourself and witness the destruction in person.

## STEP 2

Either our completely self-contained mobile shredding trucks will shred your data at your place of business or the materials are destroyed beyond recognition, reconstruction and readability at our secure warehouse under strictly controlled conditions. Both services ensure your compliance with all federal laws and regulations.

## STEP 3

Once the destruction process has been completed, you are issued A Certificate of Destruction certifying the time and date your materials were destroyed. This verifies that all confidential materials have been destroyed in a confidential manner.



*ShredAssured destroys paper documents, back-up tapes, hard drives and other forms of proprietary information beyond recognition, reconstruction and readability.*



*"Rest assured with ShredAssured. We leave nothing to read - so you leave nothing to chance!"*

## Call today for a free estimate

For no charge, a ShredAssured Security Specialist will evaluate your information security needs to assure you the most secure, cost-effective data destruction program that ensures your compliance with all federal laws and regulations.

## Security Container Service

We offer a selection of locking containers for secure storage of discarded incidental records at no charge. We'll then service the containers weekly, every two weeks, monthly or quarterly.



*"ShredAssured provides **Free** security containers for the secure storage of your discarded confidential information prior to destruction."*

## ShredAssured Recycles:

All of the shredded material that can be recycled goes directly to licensed recyclers.

Destroyed hard drives are recycled into items such as appliances, building materials and rebar.

Shredded documents are recycled into materials such as newspapers, phone books, office paper, paper towels, toilet paper, cardboard and corrugated boxes.

For every ton of paper recycled, you help save 17 trees and 3 cubic yards of landfill space.

**WARNING! Recycling alone does NOT meet the necessary criteria or requirements of secure data destruction!**

