

SEND-N-SHRED

Send-N-Shred is *Shred-N-Go, Inc's* solution to provide **SECURE** destruction of documents for our customers outside our primary service area. This gives us the ability to deliver cost effective service and allows our customers to comply with privacy laws. Our Security Totes are specially designed for the secure shipment of your documents from you directly to our shredding facility.

How it works:

1. *Shred-N-Go, Inc.* ships special Security Tote(s) to you with our signed promissory note.
2. Fill Security Tote(s) with up to 50 lbs. of your documents.
3. Follow the instructions to apply the padlocks, tamper seal, and return label.
4. UPS® or FedEx® picks up your Security Tote(s) and delivers them directly to our shredding facility where your material is immediately destroyed.
5. Track your Security Tote via UPS® or FedEx® tracking number at either (www.ups.com or www.fedex.com).
6. A Certificate of Destruction / Invoice will be mailed to you verifying the destruction.

Benefits:

- Locations are serviced with the same care and security as our primary service area customers, but without the costs associated with transportation.
- **Send-N-Shred** is a cost effective and a secure way to destroy confidential documents.
- Efficient for low-volume organizations.
- Destruction is done at your convenience. **Send-N-Shred** can be done on a pre-determined scheduled basis or on-call.
- Padlocks, tamper seal and return label insure the highest security shipping with the most reputable and trusted courier service (UPS® or FedEx®).
- UPS® or FedEx® tracking number provides chain of custody to customers as required by privacy laws.
- Customer is in compliance with applicable privacy laws.

Send-N-Shred Security Tote

The Security Tote can be used in conjunction with one of *Shred-N-Go, Inc's* security containers. Please contact your *Shred-N-Go, Inc* representative for options.



Dimensions: 12"H x 16"W x 24"L

Capacity: Approximately 50 lbs. of loose paper

For security purposes, the **Send-N-Shred** Security Tote is required for service.



SHRED-N-GO, Inc.
Secure - Mobile - Document Destruction



Fill Security Tote



Lock Security Tote



FedEx
Federal Express

1-800-466-0202
763-551-4800
www.shredngo.com