

# Feed the Shark

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Please put **ONLY** the following items in your locked security unit:

- Office Papers
- Envelopes
- Paper Based Stationary
- File Folders
- Continuous Forms
- Coated Paper

**IF ANY OF THE ABOVE ARE THICKER THAN 2 INCHES PLEASE BREAK APART**

Please **DO NOT\*** deposit the following items:

- CDs/DVDs/Blu-Ray Discs
- Plastic Materials
- Metal
- Trash
- 3 Ring Binders
- Batteries
- Diskettes
- Magnetic Media
- Hazardous Waste
- Medical Waste
- Hard Cover Books
- White Out

\*Please note that items listed in the **"DO NOT"** list can be **dangerous or cause harm**. It can also contaminate the contents and render it un-recyclable. If any items on the **"DO NOT"** list need destruction, please contact our office.



Shark Shredding & Document Management Services

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