

Shred Pro

281-591-2288 (office) www.shredproservices.com
281-591-0070 (fax)



One Time Purge or Regular Scheduled Document Destruction Services Are Offered!

Our Service To You:

1) You receive a Confidentiality and Business Service Agreement —

A Shred Pro Employee will sign and deliver a copy of our Confidentiality and Business Service Agreement explaining our document destruction services. This Agreement provides you with you Company's service schedule and container information.

2) Executive Consoles or Security Bins are Delivered —

Shred Pro will deliver the container(s) of your choice to your offices and set up where you instruct. Keys to the containers will be delivered

3) Papers Are Collected —

Your Employees will fill the container with confidential papers, records, etc. There is no need to remove staples, paperclips, fasteners, binders, etc. Our equipment will destroy those items also.

4) Materials Are Destroyed —

Per your Scheduled Service Agreement, Shred Pro Services Mobile Destruction Truck will arrive at your office. Our Certified and bonded employee will empty your container into our rolling security cart. The contents will be taken outside to the Shred Pro Truck and destroyed immediately onsite at your location.

5) Certificate of Destruction—

Unless other billing arrangements have been made, an invoice and Certificate of Destruction will be sent to your billing address.

6) Recycle—

Your shredded material is mixed in with other clients' shredded material and delivered to a Secure and trusted Recycle Center.

