







## SORTING GUIDES YES PLEASE

Confidential information which needs to be shredded for security reasons:

- · Patient records and charts
- Reports
- Accounting and banking information
- · Case files
- Job applications
- Contracts

## **NO THANKS**

- · Cardboard and carton folders
- · Ring binders
- Other types of packaging made from paper and cardboard
- Plastic
- Paper treated with e.g. wax, paraffin, plastic, oil, tar, glue, carbon etc.
- · Other waste



Max. 10% colored paper is permitted.

Questions?

