

WHY SHRED?

Apart from complying with the Privacy Act, home offices and small businesses should consider a regular cost effective shredding service for their own personal information and/or business records for many reasons, including:

- Save yourself time and money
- Reduce the risk of identity fraud
- Meet customer and staff privacy expectations
- Recycling paper is the right thing to do

FACT

No sorting or preparation is needed. Our shredder can handle paper clips and staples, saving you time!

WHAT CAN I SHRED?

Our shredder accepts all types of paper based documents including files, books, ledgers, cardboard and folders without ring binding.

Any of the following documents are able to be shredded:

- | | |
|----------------------|-----------------------|
| • Paper / Cardboard | • Account journals |
| • Files and contents | • Envelopes |
| • Brochures | • Books |
| • Phone books | • Personnel files |
| • Financial records | • Receipt books |
| • Medical records | • Diaries |
| • Forms | • Manuals |
| • Invoice books | • Ledgers |
| • Cheque stubs | ... and so much more. |

Ask us about our medical and Webster pack destruction service.



25 Englands Rd, Coffs Harbour NSW 2450
PO Box 1010, Coffs Harbour NSW 2450
Tel: (02) 6691 8700 Fax: (02) 6678 0380
Email: support@handybinwaste.com.au
www.handybinwaste.com.au/secure

"Now that's reassuring!"



6691 8700

www.handybinwaste.com.au/secure

Secure it. Shred it. HANDYBIN it!



HANDYBIN
Secure Document Destruction

OUR SERVICES

Handybin is a 100% Australian owned and locally run business. A proud member of NAID – the National Association for Information Destruction. We abide by a strict national code of ethics for document destruction.

We invite you to inspect our facility and witness your documents being destroyed. Our shredder is located onsite at the Coffs Coast Resource Recovery Park in a maximum security enclosure.

Shredded documents are unable to be reconstructed and are immediately mixed with other paper and cardboard products for recycling.

Your confidential documents are in safe hands with Handybin's Secure Document Destruction Service - we guarantee it!



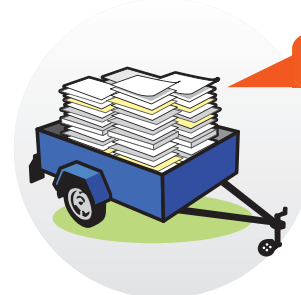
Lockable Bins

Choose from either a 240 litre bin (same size as a household wheelie bin) or a smaller 120L bin. Bins are lockable, clean and tidy. Prices start from \$28 including delivery & collection.



Archive Boxes

We will collect multiple archive boxes of documents from your home or business; or you may prefer to drop them off to us. Prices start from just \$6 per box.



Trailer or Car Loads

Load your car or trailer and drop your documents off to us for shredding. Arrange a time to drop off and pay by the kg. A cost effective way to dispose of larger, one off quantities.



Big Clean-ups

Perfect for those big clean-ups for your business or home. Just call us and we will arrange an obligation free quote to collect and shred on your behalf.

THE PROCESS



Collection & Transport

How is the collection and transport of your documents secure?

- Our staff must pass police and background checks
- They undergo regular drug and alcohol testing
- They have signed confidentiality agreements
- Only our staff transport your documents
- Your documents are transported in a secure vehicle



Destruction Facility

Our facility offers you guaranteed maximum security:

- Secure location on our site with limited access
- CCTV cameras operate & record 24/7
- Site is alarmed and requires passcode entry
- Your documents are always destroyed within 3 days
- Documents are cross-cut shredded to 8mm – 100% more secure than National standards



Disposal & Recycling

Once shredded, the paper is:

- Impossible to reconstruct
- Baled on our site with other recycled paper and cardboard products
- Sent off with other recycled paper to be pulped and recycled



FACT

For every tonne of paper you send us you save 13 trees and 4 cubic metres of landfill space.