

Feeling overwhelmed by piles of last year's useless files?

Now is the time to take action and let Cintas....

- Free up space
- Eliminate unnecessary theft and security risks
- Avoid state and federal fines
- Get rid of old, outdated, and useless files

Not sure what materials to purge? Here are just a few...

- Invoices
- Customer Lists
- Employee Applications
- Out-of-date Sales Literature
- Bank Statements
- Sales Figures
- Marketing/Advertising Plans
- Contracts
- Canceled Checks
- Audit Reports
- Medical Records
- Personal Records
- Profit & Loss Statements
- Claims and Litigation Records
- Drug Screens
- Memos and Legal Briefs
- Cash Books
- Credit Card Receipts
- Computer Printouts
- New Product Designs
- Financial Statement
- Insurance Records

Don't forget these other media types...

- X-Rays
- CD's
- Prescriptions
- Back-up Disks
- Floppy Disks
- Cassette/audio tapes
- Microfilm
- Microfiche
- And more.....

* Staples, rubber bands, folders, paper clips, etc. do not need to be removed before shredding occurs.

