



Highlander International Recycling

Guidance Sheet – Cabinet Service

How to use the cabinet service:

- Place paperwork into the cabinet using the slot at the top of the cabinet for secure containment of the documents
- Please refrain from putting in ring-binders, poly-pockets or any other large metal/plastic components (staples and paper-clips are OK)
- One key has been supplied on delivery in case you need to access any paperwork that has been placed into the cabinet in error – please make sure the key is kept in a safe place.
- If a replacement key is required due to loss there will be an additional charge
- The internal bags will be exchanged for an empty one at each scheduled uplift

What to Shred:

- Some examples of documents that should be shredded are:

Contracts	Customer Lists	Internal Reports	Payroll Statements
Supplier Information	Budgets	Correspondence	Legal Contracts
Strategic Reports	Applications	Health & Safety Issues	Medical Records
Training Information	Appraisals	Purchase Orders	Advertising

- It is good practice that all paperwork, regardless of content is routinely shredded and put beyond information use to prevent any risk of a security breach.

If you have any other queries, or to arrange a collection then please call our shredding office on **01355 241088** to speak to one of our friendly advisors, or email shredding@highlanderinternational.co.uk

Thank you for your business!