



WHAT PAPER SHOULD BE SHREDED

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Advertising Misprints
Application for jobs
Audits
Bank Account Data
Bank Reports
Bids & Quotations
Brokerage Reports
Business Projections
Canceled Checks
Classified Information
Client Lists/Files
Competitive Intelligence
Computer Reports
Confidential Letters
Contracts Correspondence
Credit Card Statement
Customer Account Lists
Debit Card Numbers
Drivers License Numbers
Employment Information
Engineering Drawing
Executive Letters
Financial Reports
Insurance Policy Info
Inventory Records
Invoices
Legal Documents



WHAT PAPER SHOULD BE SHREDED

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Maps & Blueprints

Market Research

Marketing Development

Medical Records

Meeting Minutes

New Product Data

Organization Charts

Outdated Business

Records

Payroll Reports

Personnel Data

Photographs

Presentations

Price Lists

Price/Inventory Lists

Product Proposals

Profit & Loss Statements

Proposals and Quotes

Receipts/Invoices

Signatures

Social Security Numbers

Tax Records

Telephone Numbers