

# Secure Shred

#### How it works for your business

Don't let your documents become a liability. With Iron Mountain® Secure Shredding services, you can securely and cost effectively destroy your unnecessary paper-based documents according to industry standards. You can tailor the program to your needs and receive a certificate of destruction once the service is complete.



Choose from one of our secure, locked bins or use your own boxes



Iron Mountain comes to your office and picks up the documents to be securely destroyed



Your documents are shredded



You receive a certificate of destruction and shredded documents are sent to be recycled

### It's simple

For over 60 years, thousands of businesses have trusted Iron Mountain to keep their confidential information secure through document destruction services. Here's why:

**Powered locally:** We come to you. You can witness paper destruction by choosing the mobile shred truck option\*, or you can utilize the environmentally friendly pickup and transport service to a nearby Iron Mountain shred plant.

\*Availability of both onsite and offsite shredding options vary by market. Please speak with a sales representative to understand what services are offered in your area. **Get help when you need it:** You can request shred service and see how much material you've shredded or trees you've saved with our online portal. With a 24/7/365 customer support team to answer your questions, you'll understand what to save and what to destroy.

**Right size your service:** You can customize your service. Choose from a variety of bin sizes, on or offsite shredding, online scheduling, and pre-arranged pickups. And, you can change your service at any time.

## 800.899.IRON | ironmountain.com

#### About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.

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