

CONFIDENTIAL SHREDDING LABEL

**NOTICE: ALL MATERIAL WITHIN THESE BOXES WILL BE SECURELY SHREDDED.
PLEASE ENSURE ACCURATE DETAIL IS ENTERED BELOW BEFORE PRINTING.**

Pack all confidential materials only to be shredded in boxes and seal with tape.
Boxes must be manageable and not weigh more than 50 pounds. No oversized boxes.
Used paper boxes are ideal. Unsealed boxes will not be picked up.

The following items are not acceptable for confidential shredding: large metal clips,
binders, elastics, transparencies, plastic and metal file folders, duotangs, cd's, string, packing
tape, duct tape, hard-bound, glue bound and spiral bound books/booklets/magazines/pads,
garbage and soiled paper products.

Please email receiving@uwaterloo.ca when shredding boxes are labelled and ready for pick up.

Employee Name:	
Department Name:	
Building Name & Room Number:	
Number of Shredding Boxes:	

--