



ELIMINATING THE IN-HOUSE SHREDDING OBSTACLES

BEFORE

SITUATION

Your business is shredding in-house, having employees sort through and then shred documents that are unwanted using a run of the mill paper shredder.

CHALLENGES

While shredding in-house may seem the best route for your business, obstacles and risks can arise. These include employee buy-in and training, a lack of security for documents needed to be shred, shredder malfunctions and maintenance, and the time wasted by employees who could be performing other tasks.

APPROACH

Partnering with a certified shredding vendor will:

- 1 Install a secure shred console or cart in your office with lock and key only allowing approved employees access.
- 2 Provide scheduled shred service with a frequency based on your business needs.
- 3 Provide a verifiable chain of custody for the destruction of your business information.

AFTER

RESULTS

Certified shredding will provide your business the freedom and security to manage your company's vital information, without the headaches of handling internally.

**OVER
\$4,800**
SAVED IN WAGES
AND MAINTENANCE
PER YEAR

*Based on 5 employees shredding 20 min. each day

**OVER
\$14,400**
SAVED IN WAGES
AND MAINTENANCE
OVER 3 YEARS

*Based on 5 employees shredding 20 min. each day

OUTCOMES WITH WILLIAMS



A reduced cost of paying in-house employees to shred.



A streamlined process eliminating the time wasters.



More productive, efficient employees who feel enabled.

Contact Us

We're ready to tailor a records management program for your business that will reduce cost, improve efficiency, and maintain compliance!

Phone: 888.478.3453

Web: www.williamsdatamanagement.com

For convenience and security we provide specially designed and lockable 64 gallon security carts or 40 gallon lockable security consoles to keep at your business. A Williams uniformed, bonded and insured shredding specialist will arrive at your office, on time, and will move the locked cart to the truck for 100% compliant and secure on-site shredding.



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