



SECURE DOCUMENT SHREDDING

**S4B Your Trusted and Experienced
Document Destruction Specialists**



Destroying and recycling confidential business and personal data is now more important than ever. With ID fraud costing the UK £1.7 billion a year and 95% of business information stored on paper, it's time for you to take action to protect your business and your clients.



The good news is that for a very modest outlay, S4B will securely destroy and recycle all of your confidential and unwanted documentation.



www.s4b-shredding.co.uk



Mike Potts

“In the 21st century, businesses of all sizes, from all sectors are facing new challenges that several years ago may not have been on their agenda. Security is now in their top five concerns. Protecting client data and other confidential

information that's no longer required is becoming crucial to a business's survival and reputation. No business wants their confidential or sensitive documentation falling into the wrong hands simply because they failed to dispose of it securely. There is also a growing requirement for businesses to become more environmentally responsible. They are expected to improve and change the way in which they do business to minimise their impact on the environment. For some organisations, being able to demonstrate that they have an environmental policy is now a routine part of the tendering process, especially when they are bidding for public sector projects.

How can S4B help your business?

We can offer you a range of competitively priced, certified and fully accredited document destruction and recycling services, whether you need an ad hoc service or something more permanent. Never worry again about the security of your unwanted documentation - confidential or otherwise - because every scrap of documentation that we collect from you is destroyed and recycled. So you're helping out the environment too. Better still the modest outlay will surprise you and you'll receive a

professional and attentive service based on your needs, not our convenience.

If you have any questions please do not hesitate to contact us at

info@s4b-shredding.co.uk, **01293 534966'** **”**

Mike Potts

Managing Director

Did you know that?

Unlike most businesses that offer regular secure document shredding and recycling services, we don't tie you into an annual contract. Additionally our collection schedule is extremely flexible. We understand that you don't want to keep confidential documentation on your premises awaiting collection for any longer than necessary and so will collect on a day that suits your requirements. As a general rule of thumb, most of our clients opt for a minimum of a fortnightly collection. You tell us what suits you.

“ 115 billion sheets of paper are used annually in businesses. Why 'Skip' your documents when you can shred them? ”



At a glance...

The secure document destruction and recycling services you can choose from.

- **Cabinet and bag** - where your bag is stored in an attractive lockable cabinet that is supplied to you on a rental or purchase basis. We collect your filled bag and replace it with an empty one. This is the ideal service for an office with an ongoing and regular need for collection and disposal of unwanted documentation.
- **Lockable wheelie bin** – supplied to you on a rental or purchase basis, this is a robust alternative to the lockable cabinet. Ideal in tough environments including manufacturing plants and factories. Like our cabinet and bag service, this is the ideal service for a business with an ongoing need for collection and disposal of unwanted documentation.
- **An adhoc bag only service** - we post any number of bags to you complete with tamperproof seals. You contact us when you want them collected. Ideal if you are a small business in need of an irregular service with no commitments. Perhaps you're having an office clear out or you're moving offices and you want to ensure that your unwanted documentation does not fall into the wrong hands.
- **Archive boxes** - we can collect your own filled boxes which will be security sealed or we'll deliver our generously sized archive boxes; in both cases sealing them in front of you. You can order one box or a hundred, there is no minimum or maximum restriction. This is another adhoc service with no commitments. You contact us when you want your boxes to be collected. Ideal when you have to spend time sorting and collating unwanted documentation. If your office space is limited, you may find it easier to stack boxes instead of taking up floor space with bags.
- **DVD, tapes and cassette shredding and recycling** - secure destruction and recycling of all your DVDs etc on an adhoc basis.

We offer a secure service giving you real peace of mind

- ✓ Your bags are secured with a tamperproof seal that has a unique code and your archive boxes are sealed with security tape.
- ✓ All personnel are security checked. They are background checked with vetting to BS7858. They wear S4B uniform and carry visible ID.
- ✓ We advise you of the name of your S4B operative.
- ✓ All S4B vans have satellite tracking and are alarmed.
- ✓ You don't have to remove paperclips, staples and folders - saving you time.
- ✓ Your documentation is kept prior to recycling in our warehouse which is customs cleared and is secured within a fully alarmed and secure caged area.
- ✓ Your materials are shredded beyond recognition.
- ✓ Once your documents have been destroyed you will receive a certificate of destruction and environmental disposal.

Why bigger bags deliver better value

Our bags are approximately 25% bigger than most competitors.... That's the equivalent of receiving one bag free for every four that you fill!

Waste not want not... all waste is 100% recycled by authorised contractors with the following accreditations

- * ISO9001:2000 quality standard
- * ISO14001 Environmental Standard
- * BSIA (British Security Industry Association) principle members
- * FACT (Federation Against Copyright Theft) accredited
- * NAID (National Association for Information Destruction) members
- * FTA (Freight Transport Association) members
- * Licensed by the Data Protection Agency
- * Licensed by the Environment Agency



Who uses S4B's secure document destruction and recycling services?

- Charities
- Accountants
- Solicitors
- Property Management Agencies
- Facilities Management Companies
- Insurance Brokers
- Estate Agents - Commercial and Residential
- Insolvency Management Practitioners
- Debt Collection Businesses
- Councils
- Independent Financial Advisers
- Recruitment Agencies
- GP Surgeries
- Local Authorities
- Dental Practices
- Serviced Offices
- Schools

Home-based businesses - designers, marketing consultants, coaches, trainers, bookkeepers, business consultants, alternative health care practitioners and more!

We securely shred and recycle their confidential documentation plus unwanted paper-based catalogues, folders, brochures, books, sales flyers and printers' overruns. What's in your office that needs securely shredding before recycling?

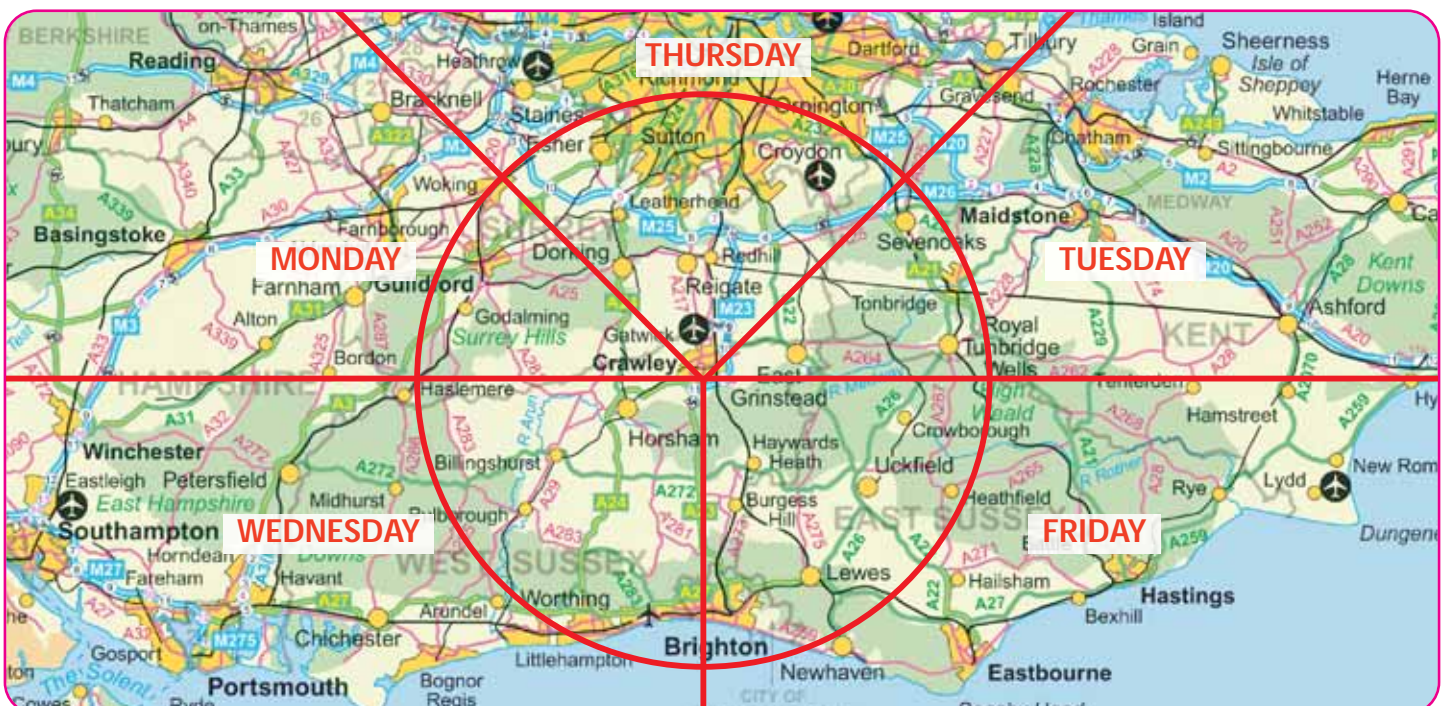
"S4B offer a completely reliable, trustworthy and cost-effective service for our organisation. Their operatives are always friendly, patient and professional."

Blue chip brand using S4B services.

Would you like to find out more?

Whether you're a home-based business in need of a few secure bags now and again to safely dispose of unwanted confidential documentation and other paper-based items, or an organisation looking for a regular, secure document shredding and recycling solution please contact us to talk about your requirements.

These are S4B's regular serviced areas. We cover the entire south-east of England.



27-29 Gatwick International Distribution Centre, Cobham Way, Gatwick Road, Crawley, West Sussex RH10 9RX
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