

# How Much Time Do Your Employees Spend Shredding Each Week?

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Shredding “in-house” demonstrates that your company is well aware of the need for security in protecting customer, personnel and proprietary business information. In-house shredding, however, is simply not the best option.

It is natural to think of an outsourced shredding service as just another line item in the expense ledger, though, once the whole picture is considered savvy managers see that outsourcing shredding is the smart choice.

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## 1. It's Cost Effective

Outsourcing your shredding needs is actually less expensive than shredding in-house. Considering the cost of an office shredder, the paid employees' time taken to operate the shredder, maintenance costs and other implicit costs like electricity and disposal; a comparison with the cost of an outsourced shredding service illustrates that shredding in-house actually costs 40–60% more than

an outsourced service. Viking Shred's largest security container holds 300 lbs. of paper. A standard office shredder would need 26 hours to shred the same amount—employee wages alone would far outweigh the cost of utilizing Viking Shred, and that's before considering the inherent expense of benefits and payroll taxes and the cost of the shredder itself.

## 2. It's Efficient

Office shredders require paper be rid of staples, paper clips, rubber bands and binders before being hand-fed into the shredder a few pages at a time. Office shredders overheat, break down, and cause a significant amount of frustration to the unlucky user. Viking Shred's service eliminates these time intensive hassles by providing a free locked security container and all labor for complete on-site destruction and disposal of the shredded material. The only thing an employee needs to do is co-sign your Certificate of Destruction issued on the spot, certifying complete and secure destruction.

## 3. It's Secure

In many cases your company is obligated by law to destroy certain confidential information. The challenge for a company to keep current with daily shredding is tempered by day-to-day spikes in workload resulting in the shredding piling up. The added frustration associated with typically temperamental office shredders can lead employees to divert sensitive material to the trash or recycling bin. Janitorial staff could inadvertently recycle or simply trash the paper containing sensitive confidential information.

Viking Shred's free lock-boxes offer companies a central location to securely store confidential information until destruction. Viking Shred makes sure confidential information stays confidential until destruction.

