



Dear Colleagues,

Our annual shredding day is upon us, the truck is scheduled for:

Thursday, July 18th
from
8:30 a.m. until 1 p.m.

Bins will be placed next to the freight elevator on every other floor for your convenience, as follows:

For Floors	Bin will be on Floor
2 and 3	2
4 and 5	4
6 and 7	6
8 and 9	8
10 and 11	10
12 and 13	12
14 and 15	14
16 and 17	16
18 and 19	18

You may begin depositing your documents in the bins starting at about **8:00 a.m.**

Please be careful to place **ONLY PAPER** into the bins for shredding.

In order to ensure the most efficient use of this service, please make the appropriate sorting and organizing preparations beforehand so that the material to be shredded is ready to be sent out first thing on Thursday.

If you require confirmation that your documents have been shredded, please contact this office in advance.

We hope you will find this service helpful. Please feel free to contact us with any questions.