

## **Free Shredding Service**

635 ILLICK'S MILL RD. BETHLEHEM, PA 18017  
(610)-865-7082

Shredding of confidential documents is available **FREE OF CHARGE** to businesses and private individuals at the Theis/Cornfeld Recycling Center. The free services are open to any persons or businesses of the public; you do not need to be from Bethlehem. EVERYONE IS WELCOME!

### **HOURS OF OPERATION**

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<b>Hours of Shredding</b>	<b>Monday-Saturday</b>	<b>9:00 a.m.</b>	<b>to 3:00 p.m.</b>
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### **REQUIREMENTS AND MEASUREMENTS::**

COPY SIZED PAPER BOXES ARE MEASURED AT **11.5''w x 18''l x 9''h**

- *5 COPY SIZED PAPER BOXES TAKE 15 MINUTES*

BANKERS BOXES ARE MEASURED AT **12.5''w x 25''l x 11''h** (BANKERS COUNT AS 2 COPY BOXES)

- *2-2.5 BANKERS BOXES TAKE 15 MINUTES*

**MATERIALS MUST BE IN BOXES OR RIGID CONTAINERS! BAGS ARE NOT PREFERRED. BAGS ARE NOT AS SECURE AS BOXES AND DO NOT HAVE HARD HANDLES FOR SAFE LIFTING.**

### **APPOINTMENTS::**

- If you wish to **DROP OFF** the equivalent of 3 copy sized paper boxes you **DO NOT NEED** an appointment
- If you wish to **DROP OFF** the equivalent of 4 copy sized paper boxes or more you **MUST MAKE** an appointment
- If you wish to **STAY AND WATCH** while your material is shredded, you **MUST MAKE** an appointment regardless of how much material you have.

### **We CANNOT shred the following::**

- Binder clips, metal strips, spiral bound notebooks
- Rubber bands
- Heavy file folders (Pentaflex folder, accordion folders)
- Glossy material (Pamphlets, brochures, inserts, postcards, greeting cards, magazine type paper)
- Photographs or Negatives
- X-Rays
- Credit Cards or any plastic card (Rewards Cards, Bonus Cards, etc.)

### **DISCLAIMER/NOTICE::**

*\*\*Any violation of the above stated rules could result in the rejection of your boxes until they are cleaned per the above rules. If your boxes have been dropped off you will be phoned to come back and retrieve your boxes until all the set forth rules are followed and your boxes are cleaned.\*\**