

PAPERSAVERS

L I M I T E D

Shredding and Recycling Specialists Since 1991

ON-GOING DOCUMENT SHREDDING SERVICE

All Waste paper collected from your office will be shred on the day of removal. A "Certificate of Destruction" will be included directly on your invoice verifying complete destruction.

Collection Containers:



SECURE LOCKING CABINET

Measures: 19" x 19" x 40"

Capacity: Approx. 100 lbs

Advantage: The cabinet remains locked at all times to restrict access to confidential material prior to shredding.



PAPERSAVER RECEPTACLE

Measures: 16" x 16" x 33"

Capacity: Approx. 150 lbs

Advantage: The receptacle provides greater capacity and has a removable lid for collection of larger amounts of material.

Small Desk-Side Containers are also available for the collection of waste paper generated at each individual workstation. Please ensure desk-side containers are emptied into the main collection container(s) prior to pick-up.

\$15.00 per full container + Applicable pick-up charges (see below)

(If you have more than one collection container, partially full containers will be co-mingled by our driver.)

Scheduling Options & Pick-Up Charges:

Scheduled Service: Offered weekly, bi-weekly, or monthly.

Pick-Up Charge: **\$10.00 per pick-up**

On-Call Service: Generally provided within two business days of your request.

Pick-Up Charge: **\$20.00 per pick-up**

ONE-TIME/ANNUAL SHREDDING SERVICE

For clients who require our document shredding services on a one-time, annual, or temporary basis, Papersavers can either remove boxed material as-is, or we can provide our Papersaver Receptacle(s) for temporary use.

All waste paper collected will be shred on the day of removal. A "Certificate of Destruction" will be included directly on your invoice verifying complete destruction.

Pick-Up Charge: \$20.00 per pick-up

Letter Size File Box: \$5.00
(12" x 15" x 10")

Legal Size File Box: \$7.50
(15" x 24" x 10")

Papersaver Receptacle: \$25.00
(16" x 16" x 33")

WITNESSED DESTRUCTION SERVICE

For clients who would rather witness their confidential material being shred at our shredding facility in Markham, we welcome you to deliver the material directly to our office for immediate destruction.

We accept deliveries Monday – Thursday: 9am – 5pm, and Friday: 9am – 4pm.

(Shredding takes less than one minute per letter size file box.)

Letter Size File Box (12" x 15" x 10"): \$3.00

Legal Size File Box (15" x 24" x 10"): \$5.00

(Please note: There is a minimum charge of \$25.00 for this service.)

41 Bentley Street, Markham, Ontario L3R 3L1 Phone: 905-513-1163 Fax: 905-513-1484

www.papersavers.ca

ADDITIONAL RECYCLING/SHREDDING SERVICES

CARDBOARD RECYCLING

We require the cardboard to be bundled or boxed prior to pick-up in dimensions of roughly 2' x 2' x 1'.

\$4.00 per bundle (pre-bundled)

\$7.00 per bundle (bundled by our driver at the time of pick-up)

CAN & BOTTLE RECYCLING

An 80L container will be provided for the collection of your recyclable glass, plastic and aluminum cans & bottles. The container is lined with a clear plastic bag (provided), and should be placed in the kitchen or lunchroom facilities for maximum efficiency.

\$4.00 per bag

ORGANIC WASTE COMPOSTING

A 47L green bin will be provided for the collection of organic waste including spoiled foods, coffee grinds, tea bags, etc. The bin will be lined with a bag for clean and easy removal.

\$10.00 per bag

ELECTRONIC WASTE RECYCLING

Materials accepted for electronic waste recycling include (but are not limited to): Computers, monitors, printers, fax machines, photocopiers, etc. We also offer an electronic destruction service for sensitive material such as hard-drives.

(Detailed price list available upon request.)

CPU – Monitor – Small Printer – Fax Machine: \$10.00 each

Hard Drive Destruction: \$15.00

MEDIA DESTRUCTION

This service pertains to any unwanted or outdated CD's, DVD's, floppy discs, back-up tapes, etc. Please ensure all media material is boxed prior to pick-up.

\$25.00 per letter size file box

BATTERY RECYCLING

A two gallon container will be provided for the collection of various batteries to be recycled.

\$20.00 per container

TONER CARTRIDGE RECYCLING

We can provide a small container for the collection of your used toner cartridges. This service is provided ***free of charge*** in conjunction with our other services.

CONTAINER DEPOSITS

Container Type	Scheduled Service	On-Call Service
Papersaver Receptacle	n/a	\$25.00
Secure Locking Cabinet	n/a	\$75.00
Desk-Side Container	\$5.00	\$5.00
Can/Bottle Collection Container	n/a	\$15.00
Organic Green Bin	n/a	\$25.00
Battery Recycling Container	n/a	\$10.00
Toner Cartridge Container	n/a	n/a

Please Note: These are one-time fully refundable deposits and will not be charged until after the Free 30 Day Trial.

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FREE 30 DAY TRIAL

You are invited to try our program for 30 days absolutely free.

This free trial period will give you an opportunity to experiment with the program and determine the appropriate placement and number of collection containers suitable for your office. You will also be able to determine the estimated cost and effectiveness of our service. After the trial period if you do not wish to continue with our services, we will simply remove our containers and cancel the service with absolutely no cost to you.

(Please note: Electronics Recycling, Media Destruction, and Office Clean Outs are NOT included with the free trial.)

MEMBERSHIPS

Papersavers Limited is a proud member of the following Organizations:

- ❖ Recycling Council of Ontario (RCO)

www.rco.on.ca



- ❖ Ontario Environment Network (OEN)

www.oen.ca



- ❖ Markham Board of Trade (MBT)

www.markhamboard.com



- ❖ The National Association of Information Destruction (NAID)

www.naidcanada.org

Our membership with NAID assures you that our procedures and staff meet the highest ethical standards in the shredding industry.

SERVICE GUARANTEE

- ❖ NO CONTRACT
- ❖ NO LONG TERM OBLIGATION
- ❖ NO CREDIT APPLICATION

Papersavers Limited is committed to providing our clients with the most flexible, efficient, and economical shredding and recycling service available. Our commitment to the environment is clear; we believe that every effort should be made to preserve our natural resources and reduce our ever-growing dependency on landfill sites. We also understand the trust you place in us with your confidential documents and materials. A "Certificate of Destruction" is included on every invoice assuring you that your confidential material has been destroyed prior to being recycled. We encourage you to compare our program with any other company in the industry, we're confident you'll find our rates and service second to none.

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