

OFFICE SHREDDER VS. SHREDDING SERVICE: A GUIDE FOR SMALL BUSINESS

With the growing number of regulations... to ensure compliance, many businesses are destroying virtually every piece of discarded office paper.

Compliance guidance is clear—your business must destroy discarded personal information in a way that assures individuals' privacy is protected.

Many smaller companies imagine that the most cost-effective solution is to purchase shredding equipment and do the work themselves. But the true cost and risk of managing document destruction in-house is far higher than you might think.

	IN-HOUSE SHREDDING	SHREDDING SERVICE
COST COMPARISON		
Mid-range shredder	\$500	\$0
Employee time ¹	\$62.50 per month ¹	\$0
3-year cost, based on expected shredding equipment lifespan	\$2,750	\$1,755 ²
Savings		\$995
ADDITIONAL CONSIDERATIONS		
Volume managed	6 sheets every 10 seconds	Any amount
Digital formats	None	Hard drives and media
Security	Potential for employee misuse or negligence	Secure, locked collection and certified destruction
Risk after destruction	Potential for software-driven or manual reconstruction	None—shredded documents are recycled into new paper

¹Time estimate based on 5,000 sheets per month; 6 sheets at a time = 833 shreds at 10 seconds apiece, or 2.3 hours plus time bagging and disposing; 2.5 hours at \$25 per hour = \$62.50.

²Based on similar amount of documents shredded by The Shredder for a \$45 flat fee every four weeks.

BY USING A SECURE COLLECTION CONTAINER PROVIDED BY AN OUTSIDE SHREDDING SERVICE, COMPLIANCE IS EASY.

IDEAL FOR ANY SIZE OFFICE OR QUANTITY

According to the National Association for Information Destruction (NAID), the smaller the office, the greater the burden—a challenge that sometimes leads employees to bypass shredding and simply discard sensitive materials, thereby putting the company and customers at risk.

Even if you think you generate too little material to justify a dedicated service, you may be surprised at just how cost-effective professional destruction can be. Find out about secure, certified document destruction for any size company today.



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