

## Secure, Confidential Document Shredding And Digital Storage

**T**he Arc Gateway's secure shredding services are certified by the National Association for Information Destruction (NAID). Arc Gateway will always handle your sensitive documents professionally and securely. Materials are shredded with a cross-cut blade which produces  $1/4'' \times 1\ 7/8''$  shreds, complying with security level 3 shredding standards. All shredding is performed in a secured area and video monitored 24/7. Each individual handling materials is carefully screened and bound by a confidentiality agreement. Arc Gateway clients remove staples, paper clips and binder clips to prepare all file folders, envelopes, printouts, etc. for shredding.

**S**tandard shredding jobs are completed within three business days from date of pick-up or drop-off. Shredding of large quantities is completed within 15 business days unless otherwise agreed upon by both parties. Once shredded, material is boxed and recycled. Upon completion of service, a certificate of destruction is mailed to you. Arc Gateway provides collection bins at no extra charge for offices in need of regular pick-up service.

**D**estruction of materials such as plastics, x-rays, CDs, DVDs, floppy disks, carbon, and microfilm are destroyed separately from paper and is not a NAID certified service.

**P**aper records taking up valuable storage space? Arc Gateway's scanning and digital storage services can convert boxes of important documents to digital files, saving time, space and ultimately, money. Once documents are transferred to disc, they are shredded at our secure document shredding facility. We can help you decide which format works best for your business needs and how to organize your information for easy access. Data can be saved in black and white or color and either .jpg or .pdf format.

**T**he Arc Gateway offers a variety of products and services to provide people with developmental disabilities with job training, meaningful work and the opportunity to earn their own income.

**I**n addition to providing job opportunities for persons with disabilities, businesses that partner with Arc Gateway also help provide revenue that sustains programs for more than 850 children and adults in our community.

**F**or more information visit us online at [www.arc-gateway.org](http://www.arc-gateway.org). Thank you for your support.



### PRICING

#### Drop-Off Services

Bring your material to the rear of Pollak Training Center, 1000 East Fairfield Drive in Pensacola, Monday -Friday, 8 a.m. to 2 p.m. You will be met by a security-cleared (photo I.D, uniformed) employee who will weigh your material and provide an invoice stating the weight and the charges for secure destruction. **The minimum charge is \$15 for up to 50 pounds of material and .18 per pound thereafter.**

#### Pick-Up Services

To arrange pick-up of material from your office or residence, call (850) 438-5577. Material must be boxed or bagged. A security-cleared (photo I.D, uniformed) employee will weigh the material and provide a receipt. Material is transported to our secure facility in a locked vehicle and destroyed. Please call for a quote.

#### Scanning Services

Documents are scanned as .pdf or .jpg  
Black and white = .08 per page  
Color = .10 per page

We accept cash, check, Visa, MasterCard or Discover. To set up an account, please call (850) 438-5577.

*Prices effective January 1, 2016.*

