

THE ARC GATEWAY

SECURE + CONFIDENTIAL DOCUMENT SHREDDING

Drop-Off + Pick-Up Services



The Arc Gateway offers a variety of products and services providing people with intellectual and developmental disabilities job training, meaningful work and the opportunity to earn their own paycheck.

**1000 East Fairfield Drive
Pensacola, FL 32503
(850) 438-5577**

WWW.ARC-GATEWAY.ORG



The Arc
Gateway

THANK YOU FOR YOUR SUPPORT

The Arc Gateway's Secure Shredding Services are certified by the National Association for Information Destruction (NAID). The Arc Gateway will always handle your sensitive documents professionally and securely. Materials are shredded with a cross-cut blade which produces 1/4"x 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. The Arc Gateway clients remove staples, paper clips and binder clips to prepare all file folders, envelopes, printouts, etc. for shredding.

Standard 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 compacted and recycled. Upon completion of service, a certificate of destruction is mailed to you. The Arc Gateway provides collection bins at no extra charge for offices in need of regular pick-up service.

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

**WE ACCEPT CASH, CHECK, VISA, MASTERCARD OR DISCOVER.
TO SET UP AN ACCOUNT, PLEASE CALL (850) 438-5577**

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 pricing.