



**HomeShred**  
"Protecting your identity"

## Thanks for your order

Please find the sack(s) you ordered for your personal document destruction.

On the front of each sack you will see a barcode, a corresponding label can be found on the back of this leaflet.

The number on the sack is unique and assigned to you. We trace each sack's journey through our system using these barcodes.

You can always see the status of your shredding on our website by entering your sack number.

Turn the page to see how easy it is to take control of your data protection with

**HomeShred**

Confidential document destruction  
for home and business.

**1.**

Fill your sack with your confidential paperwork, bank statements, household bills, personal letters and records.

**2.**

Don't worry about paperclips, staples or ring binders - our shredder can cope with these.

**3.**

Don't overfill the sack - you still need to have enough room to close and seal it.

**4.**

When you have filled it, use the self sealing strip to securely close the top.

**5.**

Locate your nearest convenient drop off point. There is a list on our website...

**SecureHomeShred.co.uk**



**6.**

Take your filled sacks to your handy and convenient local drop off point. Most are open 7 days a week.

**7.**

After dropping off your shredding sacks, visit our website to notify us. You will need to give the unique sack numbers to register the drop off.

**8.**

We will then shred your sacks and all of the contents to DIN level 5 – confetti essentially.

**9.**

When completed we will email you a certificate for your peace of mind.

**10.**

Then we will ensure the waste paper is recycled within the UK!



# Secure Tracking of your Shredding

After you drop off your sack(s) at the convenient drop off point, **you must** update the status of your sacks to let us know they are ready to be destroyed.

Just go to [www.SecureHomeShred.co.uk/DropOff](http://www.SecureHomeShred.co.uk/DropOff) and enter your unique sack numbers.

Don't forget you can track the progress of your order through our website - [www.SecureHomeShred.co.uk/Track](http://www.SecureHomeShred.co.uk/Track)

When your paper has been shredded, we will send you a certificate to confirm it has been done.

## YOUR ALLOCATED UNIQUE NUMBERS:



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If you have any queries, please don't hesitate to contact us.

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