

Service Guide
**Onsite Bulk Paper
Shredding**

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Service Guide



Preparing for Onsite Bulk Shredding Service

For support & additional resources - [click here](#)

[Help Center](#)

Ideal for commercial locations where witnessed document destruction is needed. Shredding performed onsite using mobile shredding truck.



Step 1: Gather your documents

- Remove staples, paper clips, and bindings.



Step 2: Box the documents if needed

- All material that needs to be destroyed should be placed in a dry box with a lid for our driver to pick up.
- Make sure your documents are in appropriate legal size file boxes (15 x 12 x 10”).
- Need boxes? [Order here.](#)



Step 3: Prepare for your service date

- A service date will be confirmed during your post purchase onboarding call with a dedicated customer support representative.
- Move your boxes to an secure & easily accessible location.
- Ensure that the driveway, road, or parking area is free of obstacles. If there's a security gate, either open it or grant access to the driver.

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Shredding Service Process

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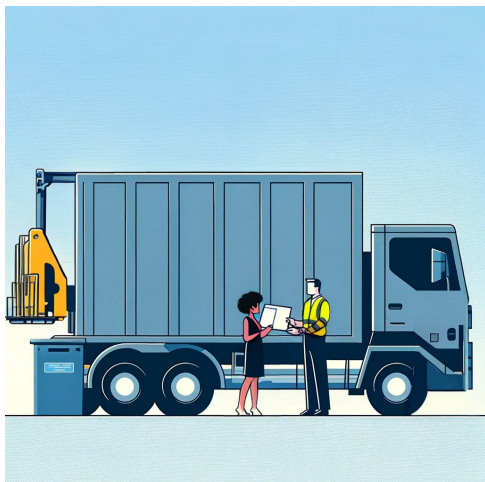
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Step 4:

Show driver where documents are located

- Our drivers are well-versed in the secure transportation of confidential documents and will dump the documents into a rolling bin and securely transport them to the mobile shredding truck.



Step 5:

Watch as the documents are shredded onsite

- Onsite shredding gives you the piece of mind of witnessing the shredding process. All your documents are shredded directly in the mobile shredding truck.



Step 6:

Request & save your certificate of destruction

- To request a certificate of destruction please send our support team an email with your customer ID (support@express.ironmountain.com).
- Save your COD for your records.