

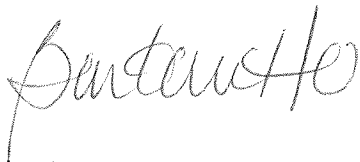
November 11, 2014

Being a medical office, we are required to dispose of medical and billing records in a proscribed way so that no confidential information is revealed, i.e., shred it. Up until recently we have dealt with our daily shredding needs with a desk side shredder, however this could not handle the volumes of accumulated bookkeeping, insurance and telephone advice records. All those documents we must keep for a number of years before we are permitted to destroy them. As a result, after 28 years we had accumulated a great deal of paper, up until now, stored in a capacious basement.

I contacted Anne LaVoie of *EnviroShred* to address my shredding requirements. My concern was the confidentiality of the transport to their facilities and the documentation of destruction. Citing numerous clients she convinced me that *EnviroShred's* process would suit my needs, I was further swayed when she informed me that *EnviroShred* was an Easter Seals work program.

The day of the appointment arrived and I received a call from our parking lot that the *EnviroShred* truck and team had arrived, as promised, at 7:35 am. I went out to the parking lot to greet them showing them the doorway they needed to use and explain that I needed to unlock the doors from the inside. While I was gone, they went right to work, unloading empty bins and moving them to the doorway. After a few words of instruction, they went straight to work. As this was my first experience with *EnviroShred*, I watched carefully. Each bin was filled, locked, and re-transported to their truck. After each full bin was placed into the truck and an empty removed, the truck was re-locked when the team returned to refill another bin. At no time were my documents left unsecured. After all the documents were secured in the truck, we completed some paperwork and the area was inspected for stray box tops and cardboard.

I was very impressed by the efficiency and professionalism of the *EnviroShred* team and would certainly use them again and freely recommend their services.



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