



Service Guide
**Offsite Bulk Paper
Shredding**

Offsite Bulk Paper Shredding

Service Guide



Preparing for Bulk Offsite Shredding Service

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

[Help Center](#)

Boxed documents are securely destroyed in accordance with federal, state, and industry regulations at the nearest Iron Mountain facility.



Step 1: Gather your documents

- Remove staples, paper clips, and bindings



Step 2: Place your documents in boxes

- 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 on express.ironmountain.com](https://express.ironmountain.com)



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

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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 carry the boxes to their truck.



Step 5:

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.