



Staples and  
paper clips  
are fine!

# Confidential Office Paper

Confidential Office Paper Includes:

White Paper ● Colored Paper ● File Folders ● Post-it-Notes  
Envelopes ● Brochures ● Pamphlets ● Ream Wrappers  
Card Stock ● Blue Print Paper ● NCR Paper or Duplicate Paper  
Manuals ● and Soft-back Books with bond paper

## **Do Not Recycle w/ Confidential Paper**

- Newspaper ● Magazines/Catalogs
- Metal Binder Clips ● Plastic Objects ● Binders ●
- Labels Sheets ● Computer Disks

(data storage maybe shredded separately from paper, please inquire about service)

Recycling Services Provided by Shimar Recycling: 919-680-6262, [www.shimar.com](http://www.shimar.com), [info@shimar.com](mailto:info@shimar.com)