



MinnKota A Beverage Wholesalers Company

SECURED DOCUMENT DESTRUCTION

Trust MinnKota to Protect Your Sensitive Documents



Experts indicate that North American businesses suffer massive losses annually due to security leaks, most of which are the result of easy access to a firm's office trash. Document destruction is a key force in combating these kinds of security leaks - saving your company time, money and peace of mind.

MinnKota's document destruction facility is equipped with the latest technology in the industry for collecting and destroying documents. Our initial contact will identify your company's needs assuring complete document destruction of your confidential information.

Who Needs Document Destruction?

Any public or private company or institution dealing with everyday data including: payroll data, personnel files, tax returns, customer lists, financial statements, bank statements, competitive price comparison, R & D reports, sales reports, company forecasts, marketing and more are candidates for destruction.

Companies and institutions that are converting records to document images, microfilm or microfiche are also encouraged to utilize document destruction services.



The Destruction Process

MinnKota's secure document destruction process is designed to handle a wide variety of materials; such as paper, plastic, unburst computer print-outs, microfiche, microfilm, diskettes, magnetic and cassette tapes. With our destruction process, there is no need to remove staples, paperclips or bindings.

Locked containers are provided and placed in appropriate locations within your business. All materials are transferred to the MinnKota facility in Fargo where documents are shredded under close supervision.

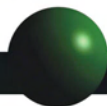
Once the documents pass through the shredder, MinnKota compresses the material into bales, which are sent to be turned into other paper goods. In this way, MinnKota's document destruction services help preserve our

natural resources. This approach is a more cost effective solution and will improve your company's productivity and save your company money.

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701-293-8428 1-800-726-3164

www.minnkota.biz





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Every Security Container Features a Secure Lock System



68-Gallon Tote

Width 25"
Depth 26"
Height 42"

Security Console

Width 23"
Depth 16"
Height 38"

Security Assurance

Minnkota offers its clients the following services to guarantee the complete destruction of material. From the time the documents are picked up, to the time your material is completely destroyed, your confidential materials are always controlled.

- The trucks have lockable van boxes.
- The security of the facility and destruction process is complete with surveillance camera that is tied into the main surveillance monitoring system.
- Employees are instructed in the proper handling procedures and must sign our client confidentiality policy.
- Employees wear uniforms and picture ID badges to aid the security process.
- All documents are shredded into 1/2 inch strips.
- A certificate of destruction is available upon invoicing.

Service For Your Needs

- Services are available daily, weekly, monthly, quarterly, annually or as needed.
- One-time services are available for relocations and end-of-year clean-outs.
- Scheduled pick-ups, call-ins or drop-offs.
- Short-term storage
- Waste Audits
- On-Site training
- Destruction of microfiche, microfilm and magnetic media.



Call for an estimate or to schedule service today.



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