



**Sunshine Document Destruction**  
**A DIVISION OF CENTRAL PAPER STOCK COMPANY**  
 6665 Jonas Place  
 Berkeley, MO 63134

## **SHREDDING ORDER**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
LAST FIRST

ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

PHONE: ( ) \_\_\_\_\_

DESCRIPTION OF MATERIAL TO BE DESTROYED: \_\_\_\_\_

**PAYMENT METHOD:**

- CHECK
- CASH
- CARD

*FOR YOUR CONVENIENCE WE ACCEPT:*



DO YOU REQUIRE A CERTIFICATE OF DESTRUCTION?  YES  NO

**GENERAL INFORMATION:**

Sunshine Document Destruction is a division of Central Paper Stock. Central Paper Stock was founded in 1946 and recycles over 20 thousand tons of paper and plastic per year. Our plant is equipped with a state of the art Vecoplan Grinder which completely destroys documents and is a more secure method of document destruction than standard strip shredding.

**HOURS:**

Monday-Friday 7:30 am to 12:00 pm and 12:30 pm to 3:00 pm (closed from noon to 12:30)

**COSTS:**

Drop Off—\$25.00 for up to 500 pounds, .05 per pound after 500 pounds (minimum charge of \$25.00)  
 All material dropped off will be secured and destroyed in our plant that day.

You may witness the destruction of your documents for an additional charge. \$50.00 (minimum charge) for up to 715 pounds, .07 per pound after 715 pounds. Please be patient if you request to witness your documents being destroyed. We will contact a warehouse worker to escort you to the back of the building where the Grinder is located.

**HOW IT WORKS:**

Fill out this form and bring it to the front office at Central Paper Stock. We will send someone with a roll cart to your vehicle. If you have more than 500 pounds of documents we will instruct you in the use of our drive up scale.

Whether you drop off your documents or witness their destruction, you can be assured they will be thoroughly destroyed. Upon request, we can provide you with a Certificate of Destruction. Our company is also a member of NAID (National Association for Information Destruction). After the paper is thoroughly destroyed, it will be blended with other papers and compressed into 2200 pound bales. The bales are shipped to a paper mill, where the paper is bleached and the inks removed. The paper will be recycled into paper towels and napkins. Not only will your private information be secured, but you'll be making a wise environmental choice as well.