

## ACCEPTED

SEAM accepts various types of paper for shredding and recycling, including but not limited to the following items. Destruction fees apply for all shredding services.



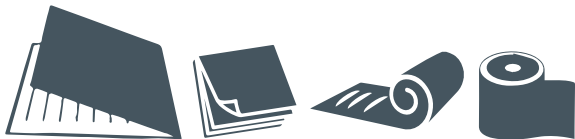
### Office, Mixed & Cardstock Paper

- All Grades/Colors OK - Staples and Paperclips OK -  
*(copier, computer, fax, ledger, stubs, lottery tickets, carbonless forms, newspaper, road maps, blue prints, drawings, etc)*



### Paper File Folders

- Soft Tabs OK -  
*(manila, accordion, etc)*



### Notepads, Sticky Notes & Paper Rolls

*(post-it notes, legal pads, adding machine, calculator, register, receipts, thermal, etc)*



### Paper Envelopes

- Windows, Labels, and Stamps OK -  
*(regular #10, window, kraft, brown, white, etc)*

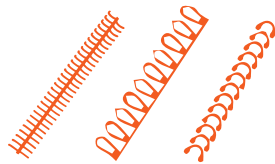
## NOT ACCEPTED

Materials that pose health, safety, operational, or environmental risks are not accepted at SEAM's discretion. Any such items found will be returned to the generator and may incur fees for labor, delivery, or storage.

— REMOVE THE FOLLOWING ITEMS FROM ALL MEDIA —



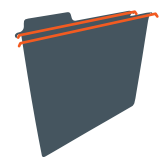
**Binders**



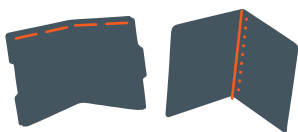
**Metal & Spiral Bindings**



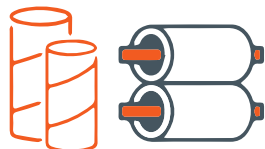
**Clamps**



**Metal File Hangers**



**Folders with Metal Fasteners or Clips**



**Plastic, Cardboard, & Metal Reels or Cores**



**Plastic Folders & Report Covers**



**Legal & Book Bindings/Covers**

For questions about accepted materials or help with specialized media or materials for destruction, please contact SEAM.