



THE PAPER ACADEMY

Personalized Paper Solutions

Shredder **GUIDELINES**



- **FOR SECURITY, IT SHOULD...**

- Crosscut papers
- Shred CDs & DVDs
- Shred credit cards

- **FOR CONVENIENCE, IT SHOULD HAVE...**

- A capacity of 16 pages or more
- A large storage bin
- The ability to handle standard staples
- Auto start/stop
- Wheels (if this is helpful for you)

- **FOR SAFETY...**

- Reverse function (in case something gets caught)
- Auto shut off

- **FOR EFFICIENCY...**

- Speed and Run Time (I like a 20–30–minute run time)
- Number of Pages X Speed X Run Time= Performance Rating
- The higher the number the better (within reason)