



HELENA INDUSTRIES Document Destruction Services

Thank you for your interest in Helena Industries' Document destruction services. Document destruction is completed by our Work 1st program, a unique program that engages people with significant disabilities and embraces the philosophy that everyone can engage in meaningful work.

The security of your information is our priority. All materials to be shredded are stored in a locked, secure area until destruction is completed. We can provide a certificate of destruction upon request.

We provide two types of services for your organization or businesses document destruction needs. Please note that if your business or organization produces over 500lbs. of paper for destruction annually, you qualify for a one-year agreement with a reduced rate. Call Richard Ferris at 406.442.8632 to request a *One-Year Document Destruction Agreement*.

PURGE CUSTOMER

Typically Helena Industries will be contacted one or two times per year for large records reduction/purge from your place of business. Amounts generally range from several hundred to several thousand pounds. For purge customers, Helena Industries bins are **not** placed at your place of business. See the service charge table below for applicable charges.

Service Charges	Price Per Pound
Under 300lbs.	\$.38
300-500lbs.	\$.33
Over 500lbs.	\$.28

PICK-UP CUSTOMER

Customers can arrange for a Helena Industries shredding bin(s) to be placed at their place of employment. Helena Industries will pick up the bins on a set schedule or upon request. 32, 35, or 64 gallon bins are available. Please note that 35 gallon bins are recommended when bin placement is in a public area. See the rate table below for applicable rates.

Bin/Console Size	Price Estimate @ \$.38	Transportation Fee (<i>Fee waived for nonprofits</i>)	Total Price per Pick-Up
32 Gallon Bin	\$49.00	\$25.00	\$74.00
35 Gallon Console with 2 canvas bags	\$53.58	\$25.00	\$78.58
64 Gallon Bin	\$59.00	\$25.00	\$84.00

For additional information, to start a service, or for questions, contact Richard Ferris, Work 1st Program Manager, at 406.442.8632 or via email at rferris@helenaindustries.org.