



Enhancing Lives
Transforming Business
Enriching Communities

IMPORTANT NOTICE (Effective 08/21/17)



THANK YOU for GIVING BACK
YOU Help LOTT Employ Disabled Workers
NAID Secure Certified Paper Shredding

WALK-IN SHREDDING SERVICES (home/ office paper only)

Please Ring Bell Only Once during retail service hours

HOURS: 8:15 am - 11:45 am and 12:45 pm - 2:30 pm Monday - Friday.

FEES: \$5.00 minimum, up to \$50 lbs., plus \$ 0.10/lbs. over 50 pounds.

PAYMENT: Cash, check or credit card payment is due at time of service.

BUSINESS: Payment due at time of service unless credit approval in advance.

DONATIONS: We appreciate donations over standard fees. As a 501(c)(3) non-profit, Lott can provide receipts (refer to your tax advisor for tax deductions).

CONTAINERS: PLEASE bring paper loose/ visible, in banker box or corrugated box



No binder clips, no trash bags, no plastic bags, no tobacco items,
No needles, no cans/ glass/ bottles/ no metals, no trash, no clothes,
No newspapers/ magazines, no spiral/ multi-ring binders (paper only)



WITNESS: If you desire expedited witness service please follow guidelines:

- 1) Please arrive not less than 30 minutes prior to end retail hours
- 2) Please be patient with supervision during active work hours

WHY CHANGE? These are necessary changes that Lott regrets may be inconvenient.

Trash, sharp objects, metal and non-paper items can cause injury or destroy shredding machines.

Lott returned to private independent status 07/01/17 due to federal mandate that required the services that Lott provides to be independent of government partnership. This impacts cost.

Lott remains totally committed to serving you and the disabled staff we employ.

THANK YOU for your cooperation, patience, and ongoing support to partner with Lott to Give Back to our community with your business helping Lott keep the disabled happily employed.