



NOTICE (Effective 01/03/22)

THANK YOU for GIVING BACK!

NAID Secure Certified Paper Shredding

YOU Help LOTT Employ Workers with Developmental Disabilities



Enhancing Lives
Transforming Business
Enriching Communities

WALK-IN SHREDDING SERVICES for home/office paper only

Please Ring Bell Only Once during hours below

HOURS: 8:15 am - 11:45 am and 12:45 pm - 2:30 pm Mon-Fri.

FEES: \$ 7.50 minimum, up to 50 lbs., + \$ 0.15/lb. over 50 pounds.

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

BUSINESS: Payment due at time of service unless approved credit in place.

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)
ALL FOLLOWING PRODUCTS (BELOW) ARE NOT PERMITTED



WITNESS: If you need 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 activity.

Following guidelines have been in place since 2017 for the safety of our staff & equipment.

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

Lott returned to private independent status 07/01/17. A federal mandate requires services that Lott provides be independent of government partnership. This change impacts cost.

Lott is totally committed to serving you and our employees safely.

THANK YOU for your cooperation, patience & business that Gives Back to our community.

Posting date January 03, 2022