



# Business Documents You Should be **SHREDDING**

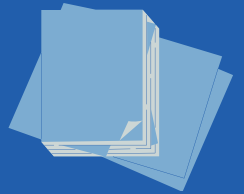
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**Bank/Credit Card  
Statements**



**Utility Bills**



**Patient  
Records**



**Tax Records & W2  
Forms**



**HR/Employee  
Files**



**Customer/Client  
Documents**