



Shredding Services

How Much They Cost &
Which Is Best For You

Welcome



Have papers to shred, but don't know the best way to do it?

Looking to compare your shredding options ...

... as well as how much they cost?

Then you're in the right place to get the full picture



Evaluate Your Shredding Options

Let's start with the different services

Type Of Shredding Services



On-Site

We come to your premises with either an industrial shredder (3 phase power required) or 2-4 departmental shredders. We do the shredding while you watch.



Off-Site

A come to you to collect your paper in locked document bins and take them our secure offsite shredding facility. Offsite pricing is ideal for large-scale shredding.



Drop-Off

You drop the paper off at one of our Drop-Off locations. Documents are placed in a secure bin, and MasterShred makes regular stops to shred them. Click [HERE](#) to see the locations.



Shred Days

From time to time we have free community shredding events. We park our truck at public community events and shred papers for the community.



Shredder Hire

Shredder hire is available, but making use of our shredding services is both easier and more affordable.

How On-Site Shredding Works

We come to your premises with an appropriate size shredding machine/s.

You get to watch the entire shredding process

Finally, the shredded paper are recycled

No need for you to sort the paper or take out paper clips etc. We do all of that.

You receive a Certificate Of Destruction for POPI Act compliance

Please note: for large volumes of paper and industrial shredder might be required which required 3 phase electricity, and sufficient working space - +/- 5m x 5m working space, near a power source.

How Off-Site Shredding Works

We come to your premises with our truck and Confidential Wheelie Bins

The paper is taken to our secure offsite shredding facility where it gets shredded.

Finally, the shredded paper are recycled

We load your paper into the Confidential Wheelie Bins, the bins are locked and sealed. The seal number gets recorded.

You receive a Certificate Of Destruction for POPI Act compliance

How Drop-Off Shredding Works

You visit one of our local drop-off locations with your boxes or bags of paper.

We regularly make stops at the drop-off locations to collect the paper and take it to our secure offsite shredding facility where it gets shredded.

Finally, the shredded paper are recycled

An authorized store employee will give you the option to put your documents in a Confidential Wheelie Bin or a Confidential Plastic Bag

If you chose the Confidential Plastic Bag, you will receive a Certificate Of Destruction for POPI Act compliance

Please note: Each Confidential Plastic Bag has a unique number. We can issue a Certificate Of Destruction based on this number.

How Shred Day's Work

From time to time we organizes and schedule a shred event.

On the day of the event we will do shredding in our truck.

We promote the event on social media. Anybody is invited to bring documents to be shredded. We usually have a limit of 25kgs or 2 x Typek Size boxes of paper

Finally, the shredded paper are recycled

Please note: We usually have a limit of 25kgs or 2 x Typek Size boxes of paper. Thereafter R9 per kg

How Shredder Hire Works

Book and pay for the shredder via our website.

We collect the shredding machine on the agreed date.

We deliver the shredder to your premises on the agreed date

Please note: When hiring a shredding machine, you will also need oil and bags.

Comparing The Costs Of Services

Lets get down to business



Cost Based on Quantity

Shredding service pricing is based on the amount of paper to shred, making different services ideal for different sized projects.

How To Determine The Volume Of Paper?

To give a quotation we need an indication of the quantity - usually clients gives us the quantity of the following containers



A4 Archive Filing Box

+/- 2.5kg Paper



Bankers / Metrofile / Tidy File Boxes

Dimensions: 333 x 285 x 390mm

+/- 25 Kg Paper



A4 Typek Type Of Box :

+/- 12.5kg Paper



Wheelie Bins

(Normal Refuge Bin is 240L)

240L - 80kgs of paper

120L - 40 kgs of paper

Costs Per Services

	Ideal Paper Amount	Average Costs Per Kg
Shred Events	25kgs 2 x Typek Size Boxes	Free
Drop-Off	1 - 60kgs	R9
On-Site	60 - 1,000kgs	R8 - R13
Off-Site	60 - any quantity	R4 - R9

See the full price list [HERE](#)

Deciding Which Service Fits Your Project

**Let's figure out what gets you the
best value for money**

*"It's not hard to make decisions
when you know what your values
are."*

—Roy E. Disney

What Matters Most

Security

On-Site shredding offers witnessed shredding

Off-Site shredding offers a Certificate Of Destruction for legal / POPI Compliance

Price

Off-Site shredding offers the best price due to cost efficiencies.

Recommended quantities per service offer best pricing

Speed / Convenience

Drop-Off is a walk-in service—no appointment required.

Off-Site is easier to schedule on our side. We come directly to your office and it's a quick collection.

On-Site needs more time for planning and scheduling of resources.

Please feel free to contact
us should you need any
further info / assistance

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