

# Midtown Record Storage

A Division of Steinway Moving & Storage

*Introduces*

## Full-Service **Document Destruction Services!**

**PROFESSIONAL**  
**CONVENIENT**  
**SECURE**  
**GREEN**

Our services include secure document shredding and office material destruction, at your location or ours. We offer scheduled weekly and monthly pickups from your office. Use our secure console units to deposit your sensitive documents; we will empty them on a scheduled basis and truck them to our secure shredding facility.

### **On-Site Destruction**

Our mobile shredding units destroy materials at your location and provide a certificate of destruction.

### **Scheduled Service**

Customized to manage the destruction of regularly generated confidential information. We will provide lockable collectable containers to store your sensitive material. Our bonded and uniformed personnel will come to your facility on a regular schedule to collect the material for shredding depending on your company's needs.

### **Off-Site Destruction**

Your material is securely transported to our facility where it is shredded. One-time shredding or a scheduled service available. A certificate of destruction is then provided for your records.

### **Purge One-time Service**

One-time service designed to help your company destroy a large quantity of material.

### **Document Storage**

Safeguard your documents with our customized document storage solutions.

### **Recycling**

Eco-friendly document recycling services.



## Midtown Record Storage

### **Safety and Security**

**Light, Clean, Accessible  
Quarters**

**Storage in fireproof building**

**Delivery of needed records  
on request**

**Disposal Service Available**

**Computerized tracking  
and services**

Cost-effective use of available space is critical in today's economy. We provide off-site storage for your records in a clean, safe convenient facility. Utilizing the latest in Bar Code Technology, our computerized warehouse system offers the ultimate in tracking and management of your records. Our fireproof facility ensures the safe and secure storage of your records. At our warehouse, out of site doesn't mean out of reach. We offer daily deliveries and pick ups throughout the metropolitan area.

[www.midtownrecordstorage.com](http://www.midtownrecordstorage.com)

***Just cap it, code it, and call us  
for instant service.***

**718-278-9090**

