



### MISSION STATEMENT

AiMHi provides opportunities and supports to people who have special needs and their families. Our culture empowers all people, both those we support and those we employ to live their best lives at work, at home and in the community. Strong communities recognize and celebrate the value of all citizens.

### Customers say...

“The friendly folks at AiMHi brighten our recycling days, with warm smiles and desire to do a great job! Making arrangements is easy, price is affordable... you really can’t go wrong using AiMHi for your office recycling.” –

**Christie Ray**  
Prince George Chamber of Commerce

“AiMHi has been awesome for our organization for recycling and shredding, they are punctual, efficient, and responsible and we appreciate the practice of them sending a receipt to us that says our paper has been destroyed. Thank you AiMHi staff.”

**Victoria Austin**  
Executive Assistant to the Tribal Chief  
& CSTC Council of Chiefs  
Carrier Sekani Tribal Council



### Information Management

### Strategy

Our strategy is to meet high standards of confidentiality and efficiency.

A&H Information Management believes that the destruction of confidential information should use Best Destruction Practices as a standard for its valued customers.

**‘One Community –  
One Vision’**



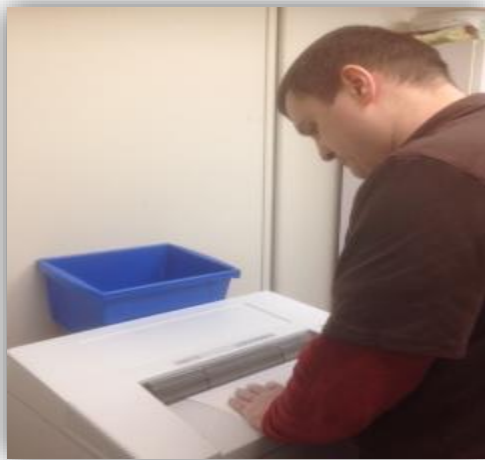
950 Kerry Street  
Prince George, BC V2M 5A3  
Phone: 250-564-6408 ext. 269  
[www.aimhi.ca](http://www.aimhi.ca)  
Revised: September 2022

For all your document destruction needs, contact AiMHi’s Infinite Employment Solutions Department to get the job done!

**For more information  
call 250-564-6408  
ext. 269**

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AiMHi's A&H Information Management is a full-service document destruction offering off-site paper shredding services. We provide our customers the highest level of security while emphasizing green-friendly shredding initiatives and a customer-first approach. A&H has fully-trained team members who take care of your document shredding needs safely and efficiently.



## Benefits of contracting A&H Information Management:

### Save You Time and Money!

The fee schedule is as follows:

\$15 per banker box **or** \$1 per pound of paper

All community pick-up orders are subject to a minimum charge of \$42

Walk-ins by appointment only  
Tuesday-Friday 09:00-15:00

Methods of payment at the front desk for shredding drop offs are: cash (exact change), debit or cheque

### Document Destruction

In order to provide a quality service A&H Information Management recognizes the need to ensure confidentiality. We use two top of the line cross shredders at 2 X 15 mm



### Confidential Established Practices

This service follows established standards for a secure destruction process including such areas as operational security (pick up your documents in a secured vehicle, where your documents will be transported to a secured, locked facility at AiMHi). Destruction personnel are trained and monitored to ensure the confidentiality of your documents.

Your business also allows the opportunity for AiMHi to provide employment training.

#### TRAINING PROGRAMS:

- Develop employment skills
- Provides PAID work experience
- Creates community inclusion
- Prepares people for community employment
- Builds self-esteem and confidence
- Provides encouragement and positive role modelling through on the job coaching program