

THINK Before You Print



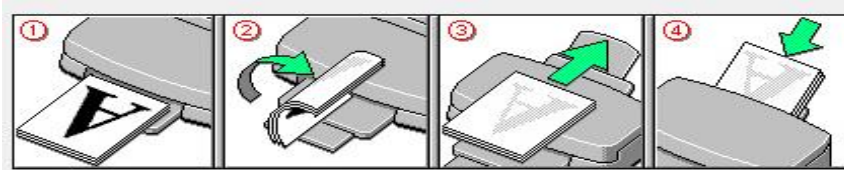
1) Are you using both sides of paper?

2) Does it need to be printed?

3) Go digital – read, send, and store online. Be selective about what you print.

4) Make a mistake? Store scrap paper in the office bin.

5) Reuse single-sided printed paper. Put in in your printer face down:



6) Recycle 2-sided printed paper.

Why should I care?

One average US office worker uses 10,000 sheets of paper a year. This is about 1.2 trees worth.

1 ton of paper uses 17 mature trees.

4 million tons of copy paper are used annually in the US
– that's 96 million trees.

