

Paper

Reduce

- ♦ Implement a two-sided copying policy
- ♦ Buy narrow lined note pads
- ♦ Post office announcements in central locations
- ♦ Use reusable envelopes for interoffice mail
- ♦ Reuse envelopes with metal clasps
- ♦ Purchase paper with recycled content

Documents

- ♦ Share and circulate a single copy of documents
- ♦ Use small pieces of paper for short memos
- ♦ Use email, a network, or re-writable CD-ROMs to send documents electronically instead of printing
- ♦ For documents that must be printed, try not to make too many copies- instead make one copy and place next to the copier so everyone can use it
- ♦ Try to reformat forms and documents to fit onto fewer pages
- ♦ Look for electronic versions of publications rather than hard copies
- ♦ Single space documents when possible
- ♦ Set margins narrower for drafts and adjust to avoid pages with little text
- ♦ Use a smaller type face
- ♦ Edit on the computer before printing documents

Filing

- ♦ Set up a central filing system
- ♦ Store files on computer disks
- ♦ Refold and reuse file folders
- ♦ Use stickers or white-out on tabs to reuse file folders

Letterhead and Business Cards

- ♦ Only print or purchase letterhead as needed
- ♦ Reduce the quantity of letterhead being purchased each time
- ♦ Print letterhead, forms, and documents internally, as needed
- ♦ Print letterhead and business cards on paper with recycled content

Scrap Paper

- ♦ Use old newspaper as wrapping paper or packing material
- ♦ Reuse junk mail, old cover sheets, outdated letterhead, and used paper, faxes, and old envelopes as scrap paper
- ♦ Print rough drafts and informal memos on the unused side of paper that would otherwise be thrown out
- ♦ Load laser printer paper trays with draft paper

Donation

- ♦ Donate colorful scrap paper and old calendars to the Museum of the Earth
- ♦ Donate old magazines to doctor's offices, hair salons, barber shops, or nursing homes
- ♦ Colorful magazines with good quality photos can be donated to schools and youth organizations for art projects
- ♦ Donate old calendars to the Tompkins County Solid Waste Management Division for reuse
- ♦ Save outdated business cards for reuse as gift tags

Recycling

- ♦ Recycle office paper that cannot be reused
- ♦ Magazines can be recycled along with mixed paper
- ♦ Include "please recycle" on envelopes and recyclable materials in mass mailings and advertising
- ♦ Consider contracting with a mobile shredding company during periods of confidential document purging

Mail and Communications

- ♦ Target specific audiences for direct mail to reduce your contribution to junk mail
- ♦ Avoid duplication on your mailing lists and allow recipients to request removal from mailing lists
- ♦ Use electronic mail systems instead of physical mail
- ♦ Make phone calls instead of mailing and use voice mail instead of written messages
- ♦ File forms electronically when possible
- ♦ Share newspapers and magazines
- ♦ Cancel subscriptions that are duplicates, no longer useful or not being used
- ♦ Reformat faxes to omit cover sheets or to use a stamp to replace cover sheet
- ♦ Use fax cover letter post-its rather than cover sheets
- ♦ Use transparencies instead of a fax cover letter
- ♦ Buy a program that allows you to fax from a computer to avoid print outs
- ♦ Purchase fax machines that use plain paper, not glossy
- ♦ Return postage paid business reply envelopes with a note asking to be removed from mailing lists
- ♦ Write, call or use the websites of the following direct marketing firms and credit bureaus and ask to have your name removed from their lists

Mail Preference Service
Direct Marketing Association
PO Box 643
Carmel, NY 10512

www.dmaconsumers.org/cgi/offmailinglist

Donnelly Marketing, Inc
Attn: Data Base Operations
PO Box 3502
Ames, IA 50010-3502
888-633-4402

Call 1-888-567-8688 or 1-888-5OPTOUT.

This will remove you from junk mail sent by Trans Union, Equifax, Innovis, Experian

