

# RECYCLE OFFICE PAPER



**YES**, the following can be recycled:

- White & pastel-colored paper
- Carbonless paper (no black carbon)
- Index cards & sticky notes
- Manila envelopes and file folders
- Envelopes with or without windows
- Green-bar and computer printouts
- Yellow legal paper
- Strip and cross shredded paper

**NO**, Sorry - these are not acceptable as office paper:

- Neon or dark-colored paper
- Magazines, Catalogs, Newspaper
- Glossy paper
- Wrappers from paper reams
- Carbon paper
- Confetti-shredded paper
- Napkins, Tissues, Paper Plates & Cups

**Don't Worry!** No need to spend time removing paper clips, staples, tape, paste! pressure sensitive notes, plastic tabs, plastic windows in envelopes, or press-apply labels.

Other tips: Reduce your paper costs by copying on both sides of the paper and using one-sided paper as scrap.