

Think before you print!



Did you know that over
45% of print outs are
discarded the same day?

Show your support this Paperless Day, and every day,
by making a few small changes that will make a big
difference:

1. Log on to www.paperlessday.com and register for Paperless Day on November 23, 2011
2. Don't buy the newspaper, read it online
3. Remember, tissues are also made from paper
4. Think before you print, do you really need to?
5. If you do, print green – use both sides, minimise the font, don't print unnecessary pages, use the "fit to page" function, use thinner paper
6. Send faxes electronically and make scanned copies
7. Review (reduce) distribution lists and centralise files
8. Reuse paper, make notebooks or alternatives to sticky notes out of old print outs
9. Buy FSC certified paper, paper that comes from sustainable forests or recycled paper
10. Sign up for paperless billing

And don't forget to spread the word.
Tell your colleagues, friends and family.

Paperlessday.com