



# *In-office Recycling*

Recycling doesn't just stop at home. Recycling in the office reduces the waste you create, saves IC money, and helps create a better environment for the future. Because so much paper is used in offices, it's very important to recycle!

Here's how:

Every office is equipped with a trash can and a blue paper bin. You can recycle all the following items as paper:

- ~White paper
- ~Colored paper
- ~Copier bond
- ~Computer printout
- ~Letterhead
- ~Typing paper
- ~Opened mail
- ~Fax paper
- ~Fliers
- ~Posters
- ~Non-metallic wrapping paper and greeting cards
- ~Manila folders
- ~Envelopes
- ~Phone books
- ~Soft cover books
- ~Newspaper
- ~Catalogs, Magazines, and Brochures
- ~Notebook, copier and computer paper
- ~Telephone books
- ~Pamphlets and Junk Mail

Tape this sheet on the outside of your recycling bin as a reminder.

***Pitch In!***