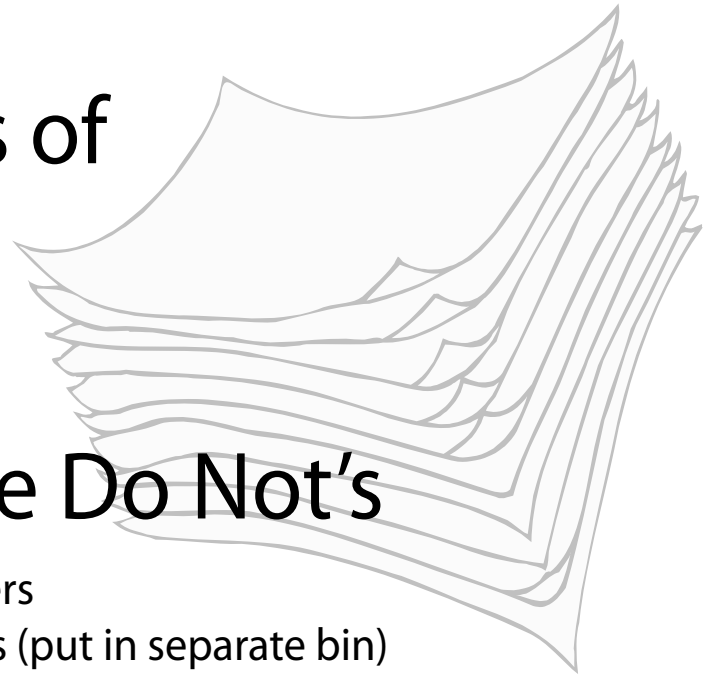


The Do's & Do Not's of Paper Recycling



The Do's

Accounting Ledgers
Adding Machine Tapes
Booklets/Brochures
Carbonless Forms
Colored Paper
Computer Paper
Copy Machine Paper
Envelopes (windows ok)
Faxes
File Folders
Greeting Cards
Index Cards
Interoffice Memos
Junk Mail (opened & separated)
Laser Computer Paper
Message Pads/Post-Its
NCR Paper
Pamphlets
Posters/Bulletins
Receipts
Scratch Pad Paper
Staples are ok
Time Cards
White Paper of All Types

The Do Not's

Binders
Books (put in separate bin)
Candy Wrappers
Carbon Paper
Cardboard (put in separate bin)
Construction Paper
Copy Paper Cover Wrap
Glossy Paper (put in with magazines)
Goldenrod Paper
Gold Envelopes
Green Bar Computer Paper Labels
Magazines (put in separate bin)
Tissue or Wax Paper
Newspaper (put in separate bin)
Newspaper inserts (put in with newspapers)
Paper Clips
Paper Cups or Napkins
Paper Towels
Phone Books (put in with newspapers)
Photographs
Spirals/Attached Metals
Wallpaper
Wrapping Paper
Yellow Legal Pads
Also, NO FOOD WASTE ON ANY ITEM