



10 Ideas to Save More Than Paper

1. Keep your policies and procedures online. Print job aids and posters only.
2. Provide a sharing site for your employees. Eliminate copying of recipes and jokes.
3. Train your employees to save, not print, emails.
4. Store your accounting and tax documents electronically.
5. Stop faxing. Accept electronic signatures.
6. Provide filtered water and reusable bottles.
7. Use wireless components only when necessary. Use rechargeable batteries only.
8. Reduce dry cleaning or use a "green" service.
9. When you do print, use recycled paper. Use environmentally responsible print professionals.
10. Travel in a sustainable manner.

