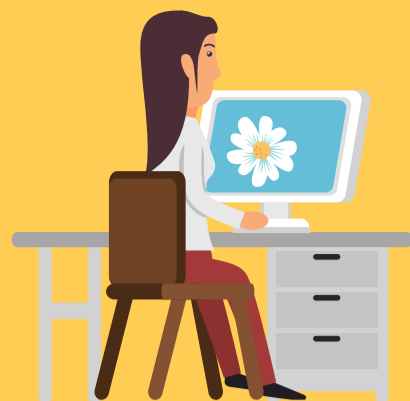


PAPERLESS SOCIETY

Green your office



MINIMIZE HARD COPIES

Print less

In the most popular office automation tools the user is able to prepare a soft copy of his document presented on the monitor before making a hard copy later in a printout.



RECYCLE WASTE PAPER

Recycle systematically

Paper is invaluable so it must be recycled in designed areas or recycle bins. Used paper could be retained in specific office boxes ready for recycling.



USE E-MAILS INSTEAD OF FAXES

Digitize communication

Interoffice communication should be contacted in email messaging, not faxes or print paper documentation.



REUSE PAPER

Used paper is not always for trash

Already printed paper which has used in one side it can be used as scratch paper for notes, drafts or sketches.



BUY RECYCLE PAPER

Use ready-made recycled paper

Many companies provide ready-made recycled paper through which waste paper is turned into new paper products.

SOFT COPIES, NOT HARD COPIES