

Sustainability is creating and maintaining conditions under which humans and nature can exist in productive harmony that permit fulfilling social and economic requirements.



## Purchasing Pup e-News

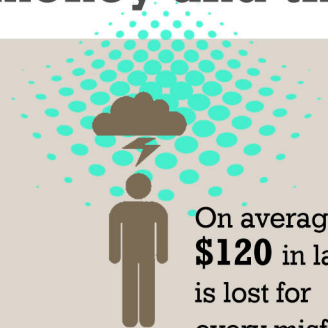
# PAPER



is a drain on money and time

**Make your life easier and save money by reducing paper use!**

The average office worker uses **10,000** sheets of copy paper per year! Who has room for all that? How much time do you waste searching for stuff in file drawers?



On average **\$120** in labor is lost for every misfiled document

**45%** of content in file cabinets are duplicates

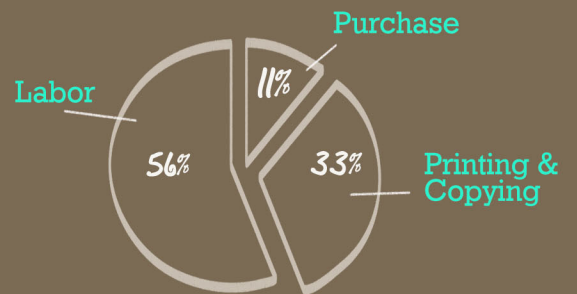


With only 5% of the world's population the U.S. consumes **30%** of its resources



**Using office paper costs more than purchasing paper**

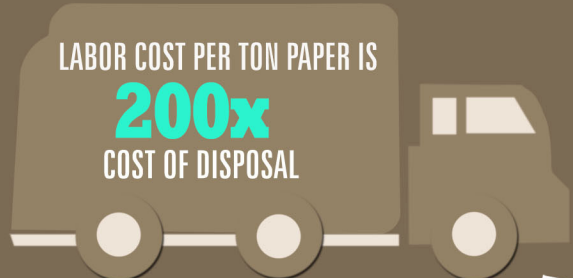
Alameda County, CA found that the total cost of distributing a memo to employees consists of 11% for paper, 33% for copying (printer and labor) and 56% for labor (processing and distributing). Lawrence Berkeley Labs estimates the cost per ton of handling paper is 20 times the cost of purchasing it and 200 times the cost of throwing it away.



Cost of a Memo

### more PAPERLESS ADVANTAGES

- Save space taken up by bulky file cabinets
- Electronic docs are easier & faster to retrieve
- Avoid high cost of postage



PCW uses **45%** less energy to produce & creates

**50%** less waste than traditional (virgin) paper.

Buying PCW supports and **grows** the market for recycling.

### When you just gotta print ...

Buy Post Consumer Waste (PCW) paper (and print double-sided). Only PCW paper is made from the paper we recycle every day. Look for 100% PCW.

Worried about jamming? The recycled paper technology has improved and newer copiers can handle it safely. Still not convinced? Buy a ream of 100%, 50% or 30% PCW paper and test it yourself.



Don't forget you can purchase other paper products that contain PCW content: **envelopes, index tab dividers, legal pads, sticky notes, index cards, address labels**—even facial tissues and paper towels! Buying recycled products doesn't stop with paper—you can get 3-ring binders made from recycled cardboard or recycled plastics.



### YOU HAVE THE POWER!

to change the marketplace with your purchasing decisions. When the federal government mandated that all offices purchase 30% PCW paper, the price plummeted. What you buy at work CAN affect the price and the availability of green products for all of us!