Guidelines for Recycling

OFFICE PAPER
PRINTER, COPIER, WRITING, NOTEBOOK etc.

✔ JUNK MAIL (without non-paper stuff) OK
✔ CELLOPHANE WINDOWS and STAPLES OK
✔ TRUE MANILLA OK
   file folders & envelopes

✘ NO ASTROBRIGHT, NEON or DARK
✘ NO PAPER REAM WRAPPERS
✘ NO BINDINGS - PLEASE REMOVE