



# IF YOU MUST PRINT... USE BOTH SIDES

1. Save paper by making prints double-sided
2. Use one-sided paper discards for:
  - Draft printing
  - Notebooks and sketchbooks
  - Fax coversheets

WE ALL KNOW USING LESS PAPER WILL HELP SAVE A TREE.  
IT ALSO SAVES US TIME AND MONEY.



Recycle at Work  
*from Metro and your local governments*