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## paper



Paper makes up to 70 per cent of a typical office's waste, so simple measures to reduce unnecessary use can significantly lower your organisation's waste removal expenses – not to mention purchasing costs. Use both sides. Keep a tray on your desk to collect any single-side printed scrap paper that comes your way and use it for note paper or in the photocopier or fax machine. Format documents to avoid printing unnecessary pages and proofread carefully on screen to avoid printing multiple copies. Have a paper-recycling box handy to your desk and encourage colleagues to separate paper from organic waste and recyclable containers.