WAIT!

✔ *Did you proofread before printing?*

✔ *Are you printing double sided?*

✔ *Have you tried printing two pages on each side?*

✔ *Can you use scrap paper? **

If you make scrap paper on this job, save it for next time.

THIS HELPS SAVE MONEY AND STORAGE SPACE, WHILE REDUCING WASTE.

Did you know?
A typical office disposes of about 350 pounds of waste-paper per employee per year.
(Source: NRDC)

CITY OF CHICAGO