

Start a Paper Reuse Station

1. Find a box or a spare letter tray.
2. Print this page and cut off the label below.
3. Attach the label to the box or letter tray.
4. Place reuse stations near printers and copiers.
5. Notify users about the reuse stations and encourage them to use the paper for printing, notes, scratch paper, etc. You can even bind the paper into notepads.



PAPER REUSE STATION

One Side Clean Paper Only — Blank Side Up
No rips, crumples, holes, tape, or staples

Thank You!