

into
scratchpads and send it back to you. Just make sure the paper does not contain any sensitive materials such as student information before sending.

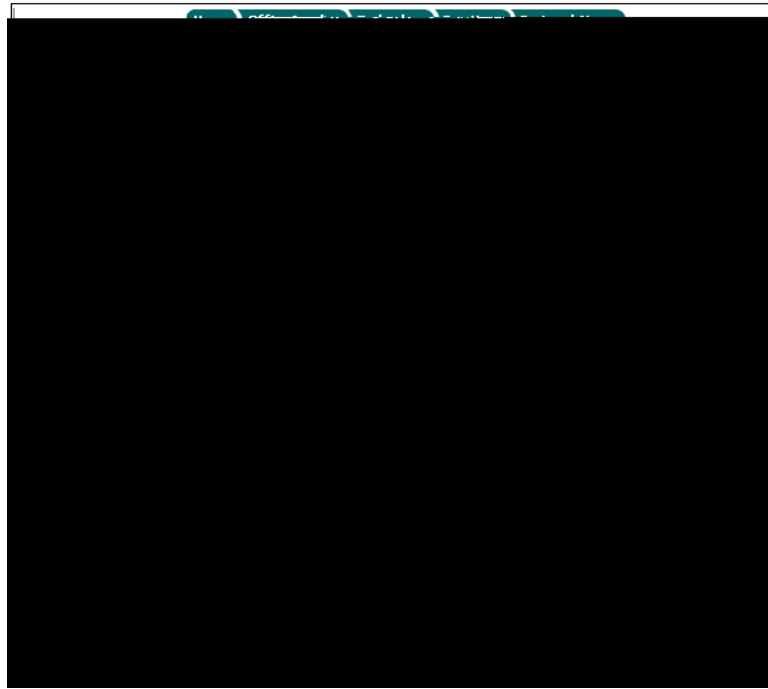
To get your old paper made into scratchpads, or to just order scratchpads follow these steps:

- o Go to the online Graphics and Print Shop Work Order System
- o Include the following under Special Instructions: "Please make scratchpads for office use, using recycled paper."
- o Include the number of pads and the size of the pads desired: (8.5x11 (FULL SHEET), 8.5x5.5 (HALF SHEET) or 5.5x4.25 (QUARTER SHEET)).
- o *cost effective to request printing be placed on the scratch pads*

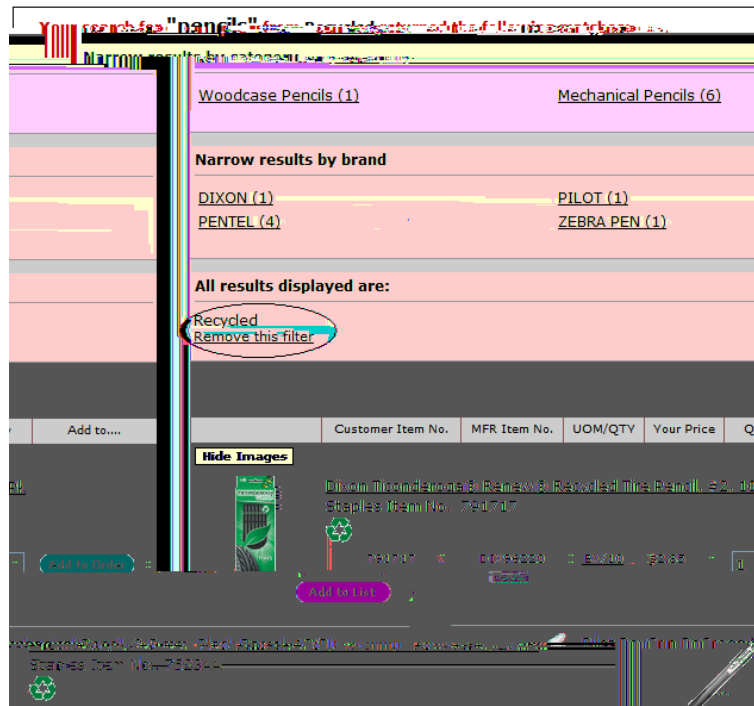
when ordering in small quantities.

x The new Canon office printers

3.) You are then given the choice in the results to narrow results by "recycled".



4.) This search is a filter and the filter can be easily removed by clicking Remove this filter.



_____ Consider replacing one use items with a type that can be used multiple times. Examples include: rechargeable batteries and refillable pens. For example, if you have a wireless mouse or keyboard, you can use rechargeable batteries for them

Recycle! Here is a list of typical office items that every College office should be recycling:

- x Office paper
- x Low grade paper
- x Batteries
- x Beverage containers (glass, plastic and