**OFFICE PAPER RECYCLING GUIDE**

**NO**

**YES**

|  |  |
| --- | --- |
| Copy PaperAll colored and white bond paperEnvelopes (plastic windows ok)Carbonless FormsLetterheadStationaryIndex CardsAccounting PaperNote Pads | NewspapersPhone BooksMagazinesReam WrappersCarbon Paper Food Wrappers or ContainersShrink WrapTrashHanging File FoldersMetal Binders or Fasteners |

*Staples, paper clips, rubber bands and Post-it notes are acceptable*