**OFFICE PAPER RECYCLING GUIDE**

**NO**

**YES**

|  |  |
| --- | --- |
| Copy Paper  All colored and white bond paper  Envelopes (plastic windows ok)  Carbonless Forms  Letterhead  Stationary  Index Cards  Accounting Paper  Note Pads | Newspapers  Phone Books  Magazines  Ream Wrappers  Carbon Paper  Food Wrappers or Containers  Shrink Wrap  Trash  Hanging File Folders  Metal Binders or Fasteners |

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