Paper accounts for 60 to 70 % of office waste.Still, a high amount of cellulose used for paper production is sourced from pristine forests, e.g. in Canada and Russia. These forests are not managed sustainably, thus CO2 bound in wood is released.

<Company logo>

<July>

<Year>

Contact: <Name>, <mailcontact@companyname.eu>

<Company logo>

**Think before you print**





In offices, three strategies help to prevent this:

* Don’t use paper without a good reason. Some departments might need to record information on paper, but most others can choose not to print.
*  Use of recycled paper only: Paper can be recycled and reused several times. Modern paper fulfils all criteria for any kind of printers and photocopiers.

Recycling one ton of paper saves 17 trees!

* If recycled paper is not available, use paper certified with FSC or PEFC.
* Separate paper for recycling. Only 10 % of the paper used in offices is recycled, thus causing a loss of resources and energy during unnecessary paper production.

<Company> applies these approaches and promotes their application in any employees household too.

***TIP: In households, a lot paper is wasted due to unexpected advertisement in the post box. To get rid of that, stick a “No   
advertisement” sign on your post box!***