

The 3 E's of Office Paper Reduction: Economical, Environmental, Efficient

Printing and writing paper equals about one-half of U.S. paper production. The United States alone, which has less than 5% of the world's population, consumes 30% of the world's paper. Over 40% of wood pulp goes toward the production of paper.

By taking a few small steps, we can help reduce the impact of paper on our forests, increase our efficiency at work, and save money. Who knows – we might even be able to find that report and make it to that meeting on time.

Economical: Saving paper saves money



You're probably thinking, "What's the big deal, my office doesn't spend much on paper." But what most people don't realize is that the cost of buying paper is just the tip of the paper iceberg. For each sheet of paper used, a company incurs not only purchasing costs, but also storage, copying, printing, postage, disposal, and recycling – and it adds up. A recent Minnesota study estimates that associated paper costs could be as much as 31 times the purchasing costs (not including labor). So, that ream of paper that you paid \$5 for really could cost up to \$155!

Environmental: Saving paper use reduces our impact



Creating paper from trees requires a lot of natural resources. Paper is an office necessity and is needed to complete essential tasks, but there are ways that we can help by reducing the amount of paper that we consume.

Efficient: Saving paper increases efficiency



Paperwork! It brings to mind filling out unnecessarily complicated forms. Electronic forms can now make that job easier and more efficient. Businesses that have converted to electronic forms and filing systems have found that it takes less time to both find and process information. This doesn't mean that electronic forms should replace all paper. In some instances, paper will be the best tool, but most businesses find that reducing their paper use increases their efficiency. Whenever we have fewer sheets of paper in our homes and offices, we spend less time looking for those that are misplaced or lost.

Tips for reducing office paper

Think before you print or copy

Go electronic

Keep forms and lists up-to-date

Close the loop on recycling



Use both sides

When you use the front and back of a piece of paper, you can cut your paper use and costs in half.

- Set computer defaults to print double-sided.
- Make double-sided copies when possible.
- Use one-sided paper in your fax machine or as scratch paper.



This is a common graphic that copiers use to indicate their duplex mode.