



## Cost-Effective Tips to Control the Paper Habit

- **Recycle.** There are companies that will come to your office, pick up discarded paper (usually only white paper and envelopes) and recycle it. Some recycling companies charge a fee, while others actually pay you. There are also recycling centers in most cities that will take used office paper. If you don't wish to hire a service, think about creating an employee committee to take paper to a recycling center. Make it fun for your employees to get involved by holding contests for gathering the most paper or buy lunch for the department that delivers the paper on a given day. To further encourage recycling, provide each employee with a box for discarded paper. (Otherwise, it's too easy to put in the trash can.)
- **Multiple Forms.** If your company uses forms regularly, look at how many copies of each you're producing. One of our clients used the same estimating form for years. The information on the form was still relevant, but each form contained six copies. One day a junior executive at the firm asked her supervisor why the forms had six copies when she threw three of them away. The next day we received the order to produce the forms in triplicate, which will save the company money – while saving a few trees.
- **Document Copies.** Take steps internally to determine who needs to be copied on documents. Are there certain items that only a few people need to see instead of an entire department? Can you give the document to one person and ask them to explain it to the department instead of giving copies to each person? The Internet, specifically e-mail, has helped many companies cut down on the amount of paper they use.