



Almost half of the trees harvested in North America go to the production of paper

Produced with the assistance of  
and the BC Gaming Commission



For one source of EP office paper, see the  
**Office Paper Buying Club at [www.rfu.org](http://www.rfu.org)**

**Yes! I want to help.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Enclosed is my contribution of**

\$50     \$100     \$250

\$500     \$1,000     Other \$ \_\_\_\_\_

**Reach for Unbleached  
Box 39  
Whaletown, BC  
Canada V0P 1Z0  
Phone: (250) 935-6992**



**RESOURCES**

**Markets Initiative** – [www.oldgrowthfree.com](http://www.oldgrowthfree.com):  
A coalition of environmental organizations working directly with Canadian companies to develop practical and economic ways to shift their wood and paper use away from ancient and endangered forest products to ecologically sound alternatives.

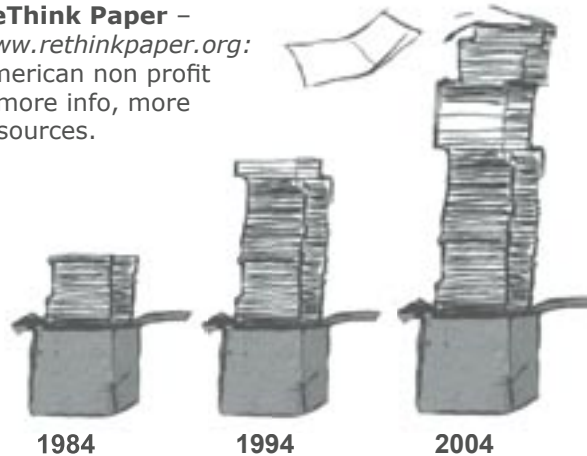
**Conservatree** – [www.conservatree.com](http://www.conservatree.com):  
American non profit organization dedicated to converting paper markets to EP papers.

**Reach for Unbleached** – [www.rfu.org](http://www.rfu.org):  
Canadian registered charity working for a sustainable pulp and paper industry.

**ABPBC (Association of Book Publishers of BC)** – [www.books.bc.ca/ecokit.php](http://www.books.bc.ca/ecokit.php):  
eco-kit for book publishers online.

**Magazine Paper Project** –  
[www.ecopaperaction.org](http://www.ecopaperaction.org):  
American non profit encouraging magazine publishers to switch to recycled paper.

**ReThink Paper** –  
[www.rethinkpaper.org](http://www.rethinkpaper.org):  
American non profit – more info, more resources.



**Global paper consumption has more than tripled over the past 30 years.**

**How's recycling working?**

**In Canada we recover only 44 % of all paper products used, including only 15 % of printing and writing papers and magazines. Over 90% of all office and printing paper is made with virgin fibre.**



**Save Trees - Save Money!**  
**A WIN WIN SCENARIO!**  
Environmentally preferable – EP

**The 3 R's**

**Before Reusing And Recycling Comes Reducing. Recycling alone does not address the issue of wasteful use. That's why we need waste prevention.**

Reducing need by using less is the focus of this brochure. Buying EP paper is the focus of the companion brochure – "Buying EP Paper."

Money saved using paper saving tips in this brochure can easily offset any initial cost differences of purchasing EP paper.

Potential organizational benefits of an EP paper policy include favourable public image, employee pride and contentment, competitive differentiation, socially responsible investing advantages.

**Pulp & paper is one of the most environmentally demanding and damaging industries in the world**

## Paper reduction techniques

### Machines

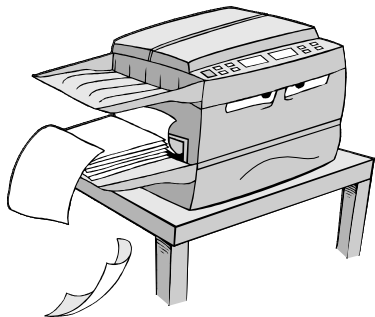
- Purchase photocopiers that have double-sided copying capacity. Program double-sided copying as the default.
- Purchase fax machines that use plain paper to eliminate the need to copy thermal sheets.

### Electronics

- Create letterhead stationary using software templates and make it available to all.
- Use e-mail instead of paper memos.
- Don't print all your e-mails.
- Send out and keep reference documents electronically – don't make hard paper copies.

## Software adjustments

- Changing the print and other settings in software programs can save paper - up to 50% - by reducing the margins, font size and line spacing. Set the default to these settings, altering the parameters when necessary. (See [www.rfu.org](http://www.rfu.org) for more details on software adjustments.)
- A software program like [www.fineprint.com](http://www.fineprint.com) will print more than one page to the sheet.



## Use the right paper for the job

- Choose the most eco-friendly paper for a job – highest recycled content, unbleached, etc. Premium, extra white glossy paper is only occasionally necessary – for fine art reproduction, photographic prints, etc.
- Use lighter paper (less weight) when feasible. This reduces the amount of fibre needed and also saves money in postage.
- Use non-coated paper. Coated paper is in most cases less desirable for recycling mills because the clay coating is not recyclable.



## More Paper reduction tips

- Reduce a legal size sheet to letter size.
- Make smaller notices, forms and letters – print two on each sheet of paper and cut it in half.
- Use two-way envelopes to send out invoices --customers can refold envelope for return payment.
- Circulate office reports in a forwarding mailing envelope – saves making copies.
- Use on-demand publishing or printing for books, manuals, catalogues, etc. – only print for immediate needs. See Trafford Publishing ([www.trafford.com](http://www.trafford.com)) in Victoria B.C.

## Work with your vendors

- Many of the following ideas could reduce vendor costs – enabling you to negotiate for advantages in other areas.
- Ask suppliers to first send information electronically; then decide whether or not you need a hard copy.
  - The following shipment strategies from suppliers can save money for both you and your vendors.
    - Boxes, filler, etc. cost money. Ask vendors to colour code materials to help identify materials for recycling procedures.
    - Re-usable containers can be shipped back to suppliers.
    - Product packaging contributes significantly to purchasing costs. Ask vendors to reduce packaging.
    - Set up incentives for paper suppliers to sell you less product by helping keep track of your inventories and eliminating excess stockpiles, e.g. custom stationary that could become obsolete.
    - Provide inter-office envelopes to vendors for incoming invoices that need to go through more than one hand before payment.

Many companies now consider their vendors as partners, not just product suppliers. In this spirit of partnership, they are working together to save money and improve environmental performance.

