

Double-sided photocopying

- To conserve paper, copy your reports, letters, memos, and other documents on both sides rather than on just one
- Double-sided copying should not increase the frequency of paper jams
- Encourage your organisation to only use duplex-capable copiers
- This saves money and the environment

Use less paper. Go 'Paper-Less'

www.PaperLessAlliance.com



More Info

Submit an idea – email the Paper-Less Alliance