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# Green Tips

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*When you get tired of seeing all of those random pieces of paper lying around, RECYCLE them instead of just throwing them out!*

Every year, Americans throw away enough paper to build a 12 foot wall from New York to Los Angeles (source: The Recycler's Handbook, EarthWorks Group, 1990).

Use email and softcopies as much as possible, reducing the number of memos you print. When you do print, use both sides. Save printed one-side copies to use the backsides for handwritten notes.

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