



## How To Sort Your Office Paper Quick Tips

Urban Impact's office paper recycling program is easy, no sorting required.  
All paper materials generated in your office can be commingled together.

Acceptable	Not Acceptable
White Bond Paper Copy Machine Paper Colored Bond Paper Laser Printout Letterhead Computer Paper Paper with Staples Envelopes with or without windows Bond Fax Paper Thermal Fax Paper Carbonless NCR Paper Brown & Kraft Envelopes Adding Machine Tape Post it Notes Newsprint Magazines & Glossy Paper Copy Paper Wrap (Ream Wrap) Blue Prints	Carbon Paper Trash Food Containers / Wrappers Tissues / Paper Towels Paper or Plastic Cups Styrofoam chips  <p style="text-align: center;"><b>Keep Separate</b></p> Cardboard Books with Glued Bindings Phone Books