

Green Guide for the fax machine.



Reduce

- There are alternatives to FAX cover sheets. Full size FAX cover sheets are generally a waste of paper and their purpose can be served by a sheet half the size.
- FAX stamps and FAX Post-it Notes are available and can be placed on the document itself eliminating the need for a cover sheet.
- A plain bond fax machine saves paper because of the fact that the FAX is received on bond paper thus eliminates the need for photocopying.

Reuse.

- Print your FAX cover sheets on the clean side of used paper.
- Saving paper also means saving money.

Recycle

- If you have a plain bond FAX machine ensure that all recyclable paper is placed in the recycling bin.
- Be sure that all new employees are aware of your office recycling program. Not all programs are the same, ensure that there is ample information describing yours to avoid confusion and contamination of the process.
- Print an environmental message on your FAX cover sheet to encourage recycling at other offices to which you send FAX messages.