

# THINK BEFORE YOU SHRED!

Entire shipments of Recycled Paper can be rejected if it is contaminated with materials that don't belong. Lets all do our part to ensure we recycle responsibly.

## ➤ Paper Items Permitted in Bin:

- White and Coloured Bond Copy Paper
- Newsprint and Store Flyers
- Glossy Magazines, Catalogues and Brochures
- Telephone Directories and Paperback Books
- Envelopes (with or without plastic window)
- Notepads and Sticky Notes
- Paper Gift Wrap and Greeting Cards
- Calendars and Posters
- File Folders and Card Stock
- Paper with Standard Staples



## ➤ Items NOT Permitted in Bin:

- Paper Clips, Binder Clips and Twist Ties
- Plastics and Metal Spiral Binder Coils
- Foil and Non-Paper Gift Wrap
- Wax Paper and Parchment Paper
- Corrugated Cardboard and Bubble Envelopes
- Plastics (Cups, Plates, Bottles, Coffee Lids, Bags)
- Paper Towels, Paper Plates and Napkins
- Food Wrappers, Coffee Trays, and Cereal Boxes
- Biological Waste (Tissues, Bandages)
- Hardcover Books, CD's, DVD's and Plastic Cards

