

MIXED OFFICE PAPER BIN



Acceptable items include:

- All copy paper
- Window envelopes
- Magazines
- Manila folders
- Glossy paper
- Poster paper
- Post-Its
- Paper Signs

staples are okay ~ no FedEx plastic mailing envelopes

ALL PAPER IS SHREDDED AND RECYCLED

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CONFIDENTIAL PAPER BIN



Confidential documents include:

- Personal Identification Information
- Copies of Invoices
- Any Proprietary Information
- Contracts
- P&L Reports
- Price Sheets
- Spent Gift Cards

When in doubt – place the paper in the locked bin.

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Plastic Bottle & Aluminum Can Recycling



*Please place EMPTY plastic bottles and
aluminum cans in container.*