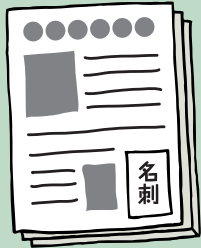




Separation and Disposal of Paper Waste

Papers [For Use Making Private Copies] (To Be Sold Off)



Copy Papers and Envelopes etc. With Descriptions of Personal Information (Including color copy papers)



● Shred and pack them in transparent or semi-transparent plastic bags!



Magazines, Wrapping Paper, Envelopes (To Be Sold Off)



Magazines



Catalogues



Envelopes

Wrapping Paper, Paper Boxes, Paper Bags



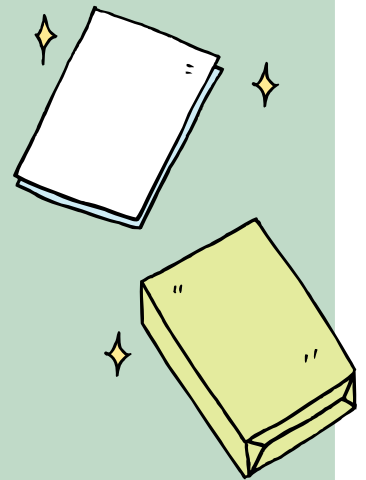
Copy Papers That Do Not Require Confidentiality



Paper Files (Remove the Fasteners)



● Bind them up with a string!



Recycled Paper

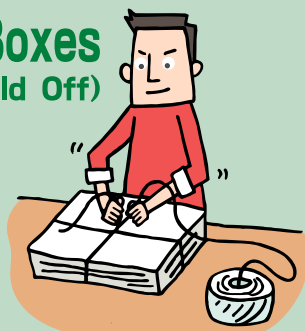
Newspapers, Fliers, Cardboard Boxes (To Be Sold Off)



Newspapers, Fliers



Cardboard Boxes



● Bind them up with a string!

