



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

GREEN TIP #37:

May 2013

Telephone Books

It is common to think that every desk needs a telephone directory, but in practice this is not practical. While some people still use phone books to find phone numbers, the majority of people do not. There is no need to provide a telephone book to everyone in your office and there are ways to make a change while still providing a way to get the information.

First, if you want to have some hard copies you can either have one telephone book for the entire store, or if your office is large, you can provide one telephone book for a group of people. To ensure that everyone who will need access to the hard copy can find it, place the telephone book in a public area and inform people of its location.

If you do not mind not having any hard copies of a telephone book you can go completely electronic. Info pages provides an online version of their paper telephone book at www.infopages.ca and yellow pages provides a search engine to find contact information at www.yellowpages.ca

By lowering the amount of paper copies your office has, you will be saving trees. You will also not have to worry about updating your telephone book. If you do have some paper copies ensure that they are recycled when they are no longer used.

To modify the amount of telephone books for your office from the Yellow Pages Group phone **1-800-268-5637**. If you wish to cancel your phone book for your home, from the same group, you can fill out an online sheet found at <http://delivery.ypg.com/en/US/Home/Index/form.php>.

Currently Info Pages does not provide opt out options for office or residents online, however you can make enquires about the possibility, or to lower the amount you receive, by contacting them, contact information can be found online or in the directory itself.



Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!