



**R**ecycling and  
**E**nvironmental  
**A**ction  
**P**lanning  
**S**ociety

# Greening Your Office

Tips by Email

Attention: **Office Staff**  
Date: **January 2011**

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## GREEN TIP #9:

### *Purchasing green office supplies.*

One major way for green businesses to reduce their environmental impact that is often overlooked is choosing green office supplies. Eco-friendly office supplies are more sustainable, can reduce costs, and can also [improve the image of your company](#) to current and future customers or clients. Green office supplies are rising in popularity, thus making them more affordable, as well as giving businesses many more options to choose from. However, the question is, how do you choose green office supplies?



### Know Your Budget

Make sure you know what you can afford to spend on green office supplies. With the rise in popularity of green businesses, there are innumerable green products out there that can meet your budget and do better for the environment than conventional products, at a price your business can afford. Make sure you know how much you can spend and which office supplies you are willing to spend more on in order to make sure they are green.

### Finding Used Office Supplies

Choosing to purchase used office supplies is usually more sustainable than purchasing new office supplies, even if they are green, because it reduces the consumption of resources. Purchasing used office supplies also saves those products from going into already overflowing landfills and gets more life out of them. They can also often save businesses a lot of money! By doing a simple online search, you can find used office supply retailers in your area or online and also find advertisements of businesses selling their used office supplies.

### Purchasing Recycled Products

Purchasing recycled products, like paper and stationery, is one of the easiest ways to be greener in your office. Using recycled paper is much more sustainable than using standard, non-recycled paper. If you use an office supply company, talk with your paper distributor about their options for recycled products. You can also compare their prices to competitive distributors to find the best green office supplies that meet your budget.



Choosing eco-friendly office supplies is an excellent way to show that your company cares about its impact on the environment. By choosing green office supplies, your company is taking the right step forward in becoming more sustainable, as well as creating a better image for your customers or clients. Remember just how important sustainability is for long term company growth, as well as the image your company presents, and the choice to choose green office supplies should be an obvious one!

*Any Questions or Suggestions? Call or Email us! 250 561 7327 or [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)*

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