



PRECISION

# DOCUMENT MANAGEMENT

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**A Small Change Can Make a Big Difference!**

## 10 Tips for a Greener Office

Go Digital – read, send and store digital documents

Use paper wisely – only print when you have to!

Shred and recycle the paper you use

Return print/copy cartridges and supplies for recycling

Reach for the right paper – use recycled or certified paper

Use both sides of the paper

Look for office equipment designed for remanufacturing recycling

Replace stand-alone office products with multifunction systems

Turn off your computer and photocopier when you leave at night

Ask your colleagues where they think energy is being wasted and encourage everyone to make some small changes.



### Precision Document Management

#### Services Provided:

- Consulting
- File Conversions
- Document Scanning
- Document Microfilming
- EDM Software
- EDM Hardware
- Document Shredding
- Off-Site Document Storage
- Document Scanners

**Call Juliana at 902-455-5451**