

REDUCE WASTE: Recycle and/or Donate

Here at _____ we look for ways to decrease our waste and also properly dispose of it. Here is how you can help:

Recycle	Reuse and Donate	Trash
 Plastic bottles and jars  Aluminum and steel cans  Glass bottles and jars  Newspapers  Magazines  Office paper  Directories and catalogs  Cardboard and paper packaging 	Use reusable canvas bags instead of plastic bags  Use ceramics and glass dishware instead of plastic or paper  Donate unwanted clothes, toys, books and housewares that can be used by someone else 	 Plastic and paper plates, cups and utensils  Take-out food containers  All styrofoam products  Plastic bottle caps  Empty household chemicals and auto products 

For more information on how to recycle here, please contact _____ at _____