



Wasted Copies = Wasted Money

Have you ever sent a document to your office printer or got caught up in another project and forgot to go get your copy? More time passes, and you completely forget you even sent the document to print so you decide to print it again. Or how many times have you gone to grab your copy from the office copier and see a stack of papers lying off to the side? These are not uncommon scenarios.

If you are sharing a printer or copier with coworkers, chances are there is a stack of unclaimed copies lying next to the copier. So who printed those papers? Are they important? Do they contain confidential information? Most of the time the copies sit there for days or weeks until someone finally throws them away.

Eliminating unnecessary copies not only saves your company money, it reduces the amount of clutter, makes your copy area more presentable, and eliminates the chance of confidential information being shared. Unnecessary or unclaimed copies add up over time. In most cases, the copies lying there get printed again. Reprinting documents causes your company to purchase additional paper, wastes ink and toner, and if the copier is leased then the company is paying for unnecessary click charges.

Take action and do your part to save your company money, as well as help save the environment. Below are a few simple tips to help you help your company.

- Before you click the print button think about whether or not you need a hard copy. Can you save a copy of the document on your computer or flash drive instead? Can you review or edit the document electronically?
- After choosing to print out a copy, walk immediately to the copy area and remove it from the copier.
- Set a tray next to the copier for unclaimed copies. After a day or two assign someone to go through them and discard any unclaimed copies in the recycle bin rather than in a trash bin. If your company does not have recycle bins, find someone who can approve one to be purchased. If you are with an organization that handles confidential information, another option is to research shredding companies that can come to your facility and remove and destroy the documents.
- When you see a document by the copier and you know who it belongs to, take it to them if possible.

There are many more ways to save paper, ink, toner, copier supplies, click charges, etc. If you would like to learn more call 800-207-4807 today or e-mail us at info@omgservices.com. We can help you save!