

Simple Steps To Make Your Office Green

(NAPS) — When thinking about ways to reduce your environmental footprint, a great place to start being “green” may be the office, whether at home or at work. From paper and printers to lights and furniture, there are many ways to make a difference. Going green can be easy and it can become part of your daily routine. There is a wide selection of products that incorporate environmental features, such as recycled content, environmental certifications and environmentally friendly designs to help you go green. Here are 10 easy and affordable ways to reduce your environmental impact at the office:



You can go green in your office without getting into the red.

Eco-Friendly Tips for Any Office

1. Whether it's reusing old stationery as scratch paper, setting up a recycle bin for cans and water bottles or separating boxes and newspapers, make sure materials in the office are properly sorted to be recycled.
2. Take your old computers, monitors, laptops, printers, faxes and all-in-ones to any Staples U.S. store and drop them off at the customer service desk to be recycled. All brands are accepted for recycling regardless of where they were purchased. Staples also provides ink and toner cartridge recycling.
3. Set up computers and other energy-draining equipment (copiers, fax machines) to go on standby to reduce energy consumption. Consider ENERGY STAR-certified products, which are 50 percent more energy efficient than standard units.
4. Save materials and important documents digitally on your computer instead of in file cabinets. Consider a printer from the Staples HP EcoEasy line of printers, which use up to 50 percent less paper with double-sided printing.
5. Turn off equipment at the end of the day or before the weekend starts and unplug equipment until it is needed, since many machines consume energy even in the “off” position.
6. Replace any incandescent lightbulbs with compact fluorescent lightbulbs that last up to 10 times longer.
7. Make over your desk with eco-conscious products. In addition to recycled paper, Staples offers a wide selection of eco-conscious products such as bamboo flash drives and remanufactured toner cartridges.
8. Use eco-conscious cleaning products when tidying up the office. Staples' Sustainable Earth® cleaning products provide powerful cleaning action and minimize impacts to the environment.
9. Look into furniture and cubicles that are Greenguard certified (www.greenguard.org). The materials in these products have been tested for toxic emissions. Products that are under the allowable limits of toxins are defined by the U.S. Green Building Council as Greenguard products.
10. Carpool to work; if you and a co-worker live by each other, riding to work together will reduce polluting car emissions. If you live close to work, think about walking or riding a bike.

For more information on going green, visit www.staples.com/ecoeasy.

Transportation

SUVs, Trucks, Vans

CHEAP! 1992 Jeep Wrangler: runs, soft/ hard doors, 157K, 4 cylinder, \$4750. (972)313-5079. INDIVIDUAL

1985 CHEVY Shortbed: excellent condition, clean. Must see! \$7000. (972)689-7812. INDIVIDUAL

1987 CHEVY K5 Blazer: 6" lift with off road tires. \$6000. (214)629-4683. INDIVIDUAL

1996 CHEVY S-10 Extended Cab: 114K, auto, cold a/c, car fax, \$2900 obo. (940)372-0943. INDIVIDUAL

2004 CHEVY Silverado Extended Cab: Low miles, 24" rims, black, new tires, \$7800 cash. (469)767-9019. INDIVIDUAL

2005 DODGE Caravan: 85K, leather, excellent condition. \$5500. (214)791-1518. INDIVIDUAL

2004 DODGE Ram 1500: 75K, auto, short bed, a/c, new water pump. \$7400. (214)548-1766. INDIVIDUAL

1987 DUALLY, \$1450 obo. Needs work. (817)378-7204. INDIVIDUAL

2001 EXPLORER: a/c, 230,000 miles, CD, towing package. \$2200. (972)537-6577. INDIVIDUAL

1993 FORD F-150: V8, auto, long bed, clean, 173K, CD and speakers. \$2200 obo. (214)779-7024. INDIVIDUAL

1994 FORD Explorer: Must see! Cash or Terms \$1,595. (214)398-3000.

1997 FORD F-450 XL: 5 speed, a/c, new tires, dual tanks, 196K \$4500. (469)585-2361. INDIVIDUAL

1986 FORD Ranger: rebuilt, standard, clean, good on gas, \$5000. (214)524-3688. INDIVIDUAL

2000 FORD Windstar: auto, very clean, silver, 123K. \$3800. (469)254-5685. INDIVIDUAL

2000 HYUNDAI Elantra: needs some work. \$1200 obo. (972)513-3125. INDIVIDUAL

1993 ISUZU Trooper 4 x 4 loaded. Cash or Terms \$1,450. (214)398-3000.

2001 JEEP Grand Cherokee Laredo: 125K, a/c, all power. \$4250. (469)236-5161. INDIVIDUAL

2000 KIA Sportage: needs some work. \$800 firm. (903)375-6841. INDIVIDUAL

1999 LAND Rover Discovery: Runs good. \$6000 obo (469)371-6816. INDIVIDUAL

2000 LAND Rover: \$5950. (972)672-7336.

1997 NISSAN pickup: Single cab, cold a/c, new tires, CD, 5 speed, \$2300 obo. (214)650-8794. INDIVIDUAL

1983 TOYOTA Custom Truck: 5 speed, 17" wheel new tires, 15" speakers, \$3300. (972)816-3293. INDIVIDUAL

1993 MAZDA mini van, automatic, 4wd, a/c, \$1795 obo, (214)327-2250. INDIVIDUAL

1997 OLDSMOBILE Bravada: a/c leather, loaded, \$1800 cash. (214)542-8985.

Motorcycles/ATVs

CASH FOR Trailers, Motorcycles, ATV's. (214)434-4545.

1998 HONDA Super Hawk 1000 Crouch Rocket, needs some paint/body work, \$800. (214)650-8794. INDIVIDUAL

WE BUY Non-running Motorcycles/ ATV's. Cash. (972)757-3420.

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Trailers

5X10 ENCLOSED Cargo Trailer, 2003, very cheap, \$1650. (214)556-3372. INDIVIDUAL

Parts/Accessories

2SI ULTRALIGHT Engine, connecting rod on the crank needs replacing \$300. Mickinney. (972)897-6757. INDIVIDUAL

15" BRAND-NEW with white walls tires, 205/75/15, \$350 obo. (214)684-0077. INDIVIDUAL

Parts/Accessories

24" DUB Kingster spinner, \$120. (469)648-8995. INDIVIDUAL

17" GENERAL Ameritrac tires, set of four, good condition, \$200. (214)684-0077. INDIVIDUAL

GRILL TRUCK Guard \$200. (214)853-2311. INDIVIDUAL

KAWASAKI 440A Ultralight Engine, \$200. Mickinney. (972)897-6757. INDIVIDUAL

20" LIKE new Goodyear Wrangler tires, \$225 obo. (214)684-0077. INDIVIDUAL

1998 NISSAN Water Pump and Fan Clutch, \$25. (972)897-6757. INDIVIDUAL

24" RIMS \$850 (214)586-1714.

24" RIMS: \$850. (214)586-1714.

16" TWO brand new tires, 265/70/16, \$175. \$100 each separately. (214)684-0077. INDIVIDUAL

4000 WATT Emerald Generator. Gasoline powered. (214)507-0800 or (972)494-1391. INDIVIDUAL

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