

# YES

## Recyclable

- Photocopy and Laser Print Paper
- Writing Paper
- Pad sheets
- Computer print out
- Reports (stapled)
- Envelopes
- Drawing paper
- Writing pads/forms/scribblers
- Telephone directories
- Binder dividers
- Index sheets and cards
- Manilla folders
- Newspapers and magazines
- Glossy brochures
- Fax and shredded paper
- Cardboard
- Window faced envelopes

# NO

## Non-Recyclable

- Carbon paper
- Typewriter ribbons
- Plastic of any kind
- Glass
- Rubber bands
- Gummed labels
- Sweets and foil wrappers
- Facial tissues
- Waxed paper and cardboard packaging
- Cigarette and tobacco packaging
- All cups and plates
- Paper towels and lunch bags
- Metal binder fasteners
- Food scraps
- Milk cartons
- Laminated and waxed paper