



Acceptable Paper:

Newspapers	Construction Paper
Office papers	Notebooks (Ok w/ Spiral)
Home papers (mail)	Stapled paper
Magazines	Paper w/ clips or binders
Catalogs	Paperback books
Glossy Paper	Posters and poster board
Envelopes (even with plastic w	Post-It Notes
Manila folders	Brochures
Colored paper	Painted paper
Receipts	Index Cards
Booklets	Fax paper
Calendars	Greeting Cards
Blue prints / design paper	Ticket stubs
Paper Bags (white)	Phonebooks
Shredded Paper (Please leave in a bag and poke air holes)	



Unacceptable items in the Paper Retriever Bins:

Cardboard/hanging folders	Metals
Corrogated Cardboard	Napkins/Paper Towels
Trash	Cereal or food boxes
Plastics	Treated paper cups