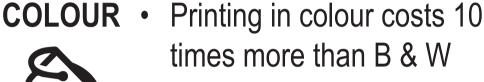
# PLEASE THINK **BEFORE YOU PRINT**

## **PRINTING**





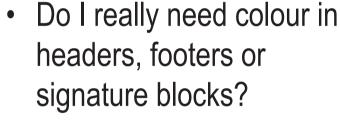
Could I proof read, share or file it electronically?





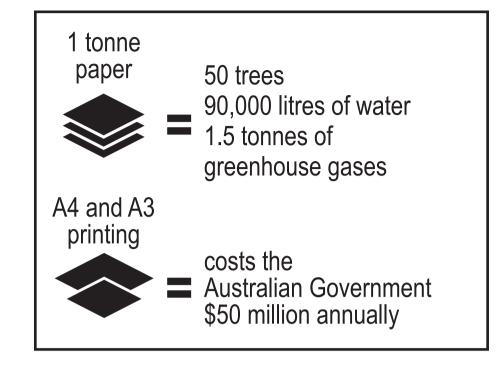
- Do I really need to print in colour?
- Do I need so much colour?
- Can I reduce the number of colour pages?

# **PAPER**



Can I print double sided?

# PRINTING IS NOT FREE: IT HAS FINANCIAL AND **ENVIRONMENTAL IMPACTS**



### COPIES



- How many copies do I really need?
- Could we read it from our portable devices instead?
- Could I project it onto a wall or TV?
- Could I print more than one page per sheet?
- Do I need to print the whole thing, or just parts?

# **CASE STUDY SHOWING AN 83% SAVING**

| Sample 10 page document       | A4 sheets of paper                       | Impression charges                       | Cost     | Savings                                  |
|-------------------------------|--|--|----------|--|
| Single sided, full colour     | 10 sheets<br>@ \$0.01 cent =<br>10 cents | 10 impressions<br>@ \$0.05 =<br>50 cents | 60 cents | Not applicable                           |
| Double sided, black and white | 5 sheets @ \$0.01<br>= 5 cents           | 10 impressions<br>@ \$0.005 = 5c         | 10 cents | 50 cents or 83% + environmental savings! |

#### **MORE INFORMATION?**

For more information and a Better Printing Guide, visit www.finance.gov.au/majorofficemachines