

# PLEASE THINK BEFORE YOU PRINT

## PRINTING



- Do I really need to print it?
- Could I proof read, share or file it electronically?

## COLOUR



- Printing in colour costs 10 times more than B & W
- Do I really need to print in colour?
- Do I need so much colour?
- Can I reduce the number of colour pages?
- Do I really need colour in headers, footers or signature blocks?

## PAPER



- Can I print double sided?

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

1 tonne paper	=	50 trees 90,000 litres of water 1.5 tonnes of greenhouse gases
A4 and A3 printing	=	costs the Australian Government \$50 million annually

## 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 @ \$0.01 cent = 10 cents	10 impressions @ \$0.05 = 50 cents	60 cents	Not applicable
Double sided, black and white	5 sheets @ \$0.01 = 5 cents	10 impressions @ \$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](http://www.finance.gov.au/majorofficemachines)