

Please Think Before You Print

- **Printing is not free** – it has financial and environment impacts
- **A4/3 Printing costs** the Australian Government > \$50m annually
- **Colour pages cost 10 times more than black and white:**
 - Do I really need it printed in colour?
 - Do my documents really need colour?
 - Can I reduce the amount of colour pages?
 - Do my headers and footers have colour unnecessarily?
- **Do I really need to print this?** Could I electronically:
 - proof read it?
 - share it?
 - file it?
- **Always duplex (double side) print it** – unless otherwise justified
- **Do I need to print the whole thing?** – or just parts?
- **How many copies do I really need?**
 - Could we read it from our portable devices instead?
 - Could I project it onto a wall instead?
 - Could I print more than one page per sheet?
- **Further guidance is available** – see the Major Office Machines (MOMs) Printing Better Practice Guide at http://www.finance.gov.au/procurement/wog-procurement/mom_wog_panels.html
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