



# OFFICE PAPER

## White or Light Papers Only

- Printer paper
- Copier paper
- Notebook paper
- Letterhead
- Envelopes (windows okay)
- Carbonless forms
- Manila folders
- Notecards

\*\*Stapled and shredded paper is okay.  
Please remove paper clips and clasps.

**NO: Shiny papers, plastic/wax coated paper, photographs, blueprint paper, mylar paper, carbon paper, thermal paper, paper towels or tissues.**



# MIXED-PAPER

## Catch-all

- Colored paper
- Shiny/glossy paper
- Colored file folders
- Junk mail (ad inserts)
- Magazines/Catalogs
- Newspaper
- Paperboard
- Phonebooks
- Paper bags

\*\*Stapled and shredded paper is okay.  
Please remove paper clips and clasps.

**NO: Plastic/wax coated paper, photographs, blueprint paper, mylar paper, carbon paper, thermal paper, soy/milk cartons, juice boxes, frozen food boxes, paper towels or tissues.**