



712-792-6200 or 877-764-6200



Sorted Office Paper

ACCEPTABLE

Copy Paper
Letterhead
Computer paper
Fax paper
White paper
Colored paper
Shiny or Coated paper
Magazines
Brochures
Carbonless forms
Sticky notes
White or Gold Envelopes with/without windows
Business cards
Manila Folders (light metal clips)
Staples & Paperclips
Spiral Notebooks

NOT ACCEPTABLE

Tissue paper or paper towels
Steel strip in hanging file folders & three ring binders
Carbon paper (trace amounts - OK)
Newspaper
Cardboard
Plastic
Metals & Glass
Food