Click here to enter text.

**SAMPLE PAPER MEMO**

**Date:** *Insert*

**To:** *Insert Contact Here (e.g., All Crew)*

**Subject:** *Insert Subject Here (e.g., Saving Paper for a Sustainable Production)*

**First, the shocking facts:**

Approximately 1 billion trees worth of paper are thrown away every year in the U.S.

Every day American businesses generate enough paper to circle the Earth 20 times.

Each ton (2000 pounds) of recycled paper can save 17 trees. Those 17 trees alone would absorb **250 pounds** of CO2 each year.

**How can we help as a production?**

Whenever possible, send emails and utilize digital distribution instead of paper documents – *this memo email saved approximately 65 sheets of paper.* All documents generated from the Production Office will have electronic versions. They will be e- mailed out to the crew.

If you must print and or make copies of a document, remember you use half as much paper if you simply double side the document.

Waste paper can also be used as scrap paper for jotting down notes, taping up petty cash receipts or making origami.

Please look for receptacle bins specifically designated for paper recycling in the Production Office and/or on set.

**What can you do as an individual?**

Newspapers usually generate a huge amount of paper waste. If you get a newspaper delivered to your home or if you pick one up on the way to work, think about this:

* Recycling a single run of the Sunday New York Times would save 75,000 trees.
* If every American recycled just 1/10 of their newspapers, we would save about 25,000,000 trees a year.
* If all our newspapers were recycled, we could save about 250,000,000 trees each year!