



Complete Office: Tukwila's 2009 Business Recycler of the Year

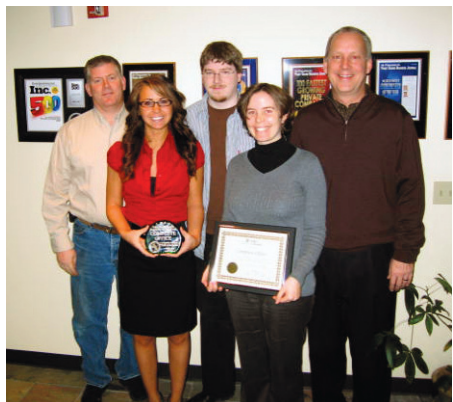
Congratulations to Complete Office, located at 11521 East Marginal Way South in Tukwila, for being chosen as 2009's Business Recycler of the Year. A full-service office supply store with approximately 50 employees, Complete Office began recycling to set a good example for its customers and also to save money and resources in its operations. Complete Office staff started its recycling and waste reduction program in 2009. By year's end, they had achieved an amazing 81% recycling rate! The initiative, ideas and inspiration came from the Green Team, staffed with members of each department and senior management.

Complete Office's 2009 achievements include the following:

- Recycled 36,000 pounds of scrap wood and 100,000 pounds of paper/plastic and cardboard in 2009.
- Saved approximately \$2,300 per year by recycling materials.
- Changed warehouse lighting from metal halides to T5 lighting, to save \$2,400 per year in energy costs.
- Emailed environmental tips to employees and customers.
- Formed a green team with members of each department and senior management.
- Organized a Green Symposium for clients to promote green initiatives and educate on green products.
- Recycled paper, plastic, glass, aluminum, wood pallets, toner cartridges, fluorescent bulbs, styrofoam, batteries and organic waste.

Check out more highlights at Complete Office's "green website":

www.complete-office.com/gogreen.php



The Complete Office "Green Team"

Five ways to reduce waste in 2010!

1. Use reusable (not disposable) items

- Coffee cups, water glasses, grocery bags
- Plates, cups, napkins, flatware
- Cloth towels (instead of paper towels)

2. Use less paper

- Print and copy double-sided
- Cancel junk mail (www.DMAchoice.org) and catalogs (www.catalogchoice.org)
- Call off the phone books: www.yellowpagesgoesgreen.org

3. Reduce packaging

- Buy bulk, not individual, servings
- Use a pitcher and glasses, instead of single-serving cans and bottles
- Buy local produce and drink tap water

4. Compost organics at home

- Leave short grass clippings on the lawn
- Mulch your garden – spread leaves and clippings under trees and shrubs
- Turn yard debris into compost. Send an email to recycle@ci.tukwila.wa.us or phone 206-431-3683 for a copy of "A User's Guide to Compost"

5. Buy, sell or donate used clothing, appliances, electronics & furniture

- www.takeitbacknetwork.org
- www.freecycle.org
- www.craigslist.org
- www.kashless.org

*For more information, please contact Recycling Coordinator Rebecca Fox –
Phone: 206-431-3683
Email: recycle@ci.tukwila.wa.us*