



FACT SHEET: GREEN OFFICE SUPPLIES



SUSTAINABILITY OPPORTUNITY

Stanford University spends significant funds each year on breakroom supplies. Help your department reduce its carbon footprint by purchasing one of these suggested items through Office Depot and SmartMart. These items have been vetted for sustainable materials and/or the ability to be recycled or composted.

PAPER

New Leaf® Premium Laser And Inkjet Paper, 8 1/2” x 11”, 24 Lb, 100% Recycled, 500 Sheets Per Ream, Case Of 5 Reams

tem # 833325

- Green-e certified — made with renewable energy.
- Forest Stewardship Council (FSC) — for wood/paper products from forests certified to the ‘gold’ standard of responsible forestry. Forest Stewardship Council US-0081. FSC Certification ensures responsible use of forest resources and provides assurance that the fiber in this paper comes from forests that are well-managed to protect biodiversity and the livelihoods of the people that depend on those forests.
- Greener choice — contains 100% postconsumer recycled content.
- \$68.00



Hammermill® Great White® Copy Paper, 8 1/2” x 11”, 20 Lb, 100% Recycled, 500 Sheets Per Ream, Case Of 10 Reams

Item # 309418

- Greener choice — contains 100% postconsumer recycled content.
- Meets the global standards of the FSC (Forest Stewardship Council). Forest Stewardship Council US-0081. FSC Certification ensures responsible use of forest resources and provides assurance that the fiber in this paper comes from forests that are well-managed to protect biodiversity and the livelihoods of the people that depend on those forests.
- \$69.00



Office Depot® Brand EnviroCopy® 100 Paper, Letter Size, 20 Lb, 100% Recycled, FSC Certified, 500 Sheets Per Ream, Case Of 10 Reams

Item # 521980

- Greener choice — contains 100% postconsumer recycled content.
- FSC Certified Paper — Meets the global standards of the FSC (Forest Stewardship Council). Forest Stewardship Council US-0081. FSC Certification ensures responsible use of forest resources and provides assurance that the fiber in this paper comes from forests that are well-managed to protect biodiversity and the livelihoods of the people that depend on those forests.
- Made with renewable wind energy. Manufacturing emissions “Carbon Balanced” with Green-e® certified Windpower Renewable Energy Credits (RECs).
- \$62.00



10 reams



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FOLDERS

Smead® 1/3-Cut Manila File Folders, Letter Size, 100% Recycled, Manila, Box Of 100

Item # 648506

- Greener choice — contains 100% recycled content with 30% postconsumer recycled content.
- \$42.00



Office Depot® Brand File Folders, Letter Size, 50% Recycled, Manila, Pack Of 100

Item # 1394803

- Greener choice — contains 50% post-consumer recycled content.
- \$20.00



Office Depot® Brand Hanging Folders, 1/5 Cut, Letter Size, 100% Recycled, Green, Pack Of 25

Item # 810994

- Greener choice — contains 100% recycled content with a minimum of 95% postconsumer recycled content.
- \$10.00



NOTEBOOKS

Rediform® NotePro® Executive Notebook, 9 1/4" x 7 1/4", College Ruled, 150 Pages, 50% Recycled, Black

Item # 651992

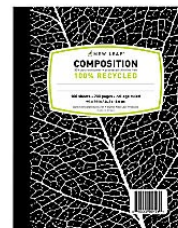
- Greener choice — contains 50% total recycled content with 30% postconsumer recycled content.
- Forest Stewardship Council (FSC) — For wood/paper products from forests certified to the 'gold' standard of responsible forestry. FSC Certification ensures responsible use of forest resources and provides assurance that the fiber in this paper comes from forests that are well-managed to protect biodiversity and the livelihoods of the people that depend on those forests.
- \$13.00



New Leaf® 100% Recycled Fashion Composition Book, 7 1/2" x 9 3/4", College Ruled, 100 Sheets, Black

Item # 615660

- Greener choice — contains 100% recycled content with 95% postconsumer recycled content.
- \$4.00





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SKILCRAFT® 100% Recycled Perforated Spiral Notebooks,, 6" x 9 1/2", 1 Subject, College Ruled, 80 Sheets, Green, Pack Of 3 (AbilityOne 7530-01-600-2017)

Item # 418354

- Greener choice — contains 100% postconsumer recycled content.
- \$8.00



CALENDARS / PLANNERS

BlueLine® DuraGlobe™ Monthly Desk Pad Calendar, FSC Certified, 100% Recycled, 22" x 17", January-December 2017

Item # 170154

- Forest Stewardship Council® (FSC®) certified — made from wood/paper that comes from forests managed to rigorous environmental and social standards, supported by the world's leading conservation organizations.
- Recycled content — helps you save resources and avoid waste. Product contains 100% total recycled content, including 100% postconsumer content.
- \$11.00



Brownline® Monthly Desk Pad Calendar, 11" x 8 1/2", FSC Certified, 50% Recycled, White, January-December 2017

Item # 949513

- Recycled content — helps you save resources and avoid waste. Contains 50% total recycled content, including 50% postconsumer content.
- Forest Stewardship Council (FSC) certified — made from wood/paper that comes from forests managed to rigorous environmental and social standards.
- \$8.00



AT-A-GLANCE® Academic 2-Year Monthly Pocket Planner, 3 5/8"x 6 1/16", 60% Recycled, Insta-Note, July 2016 to July 2018

Item # 359177

- Recycled content — helps you save resources and avoid waste. Product contains 60% total recycled content, including 60% postconsumer content.
- \$8.00



AT-A-GLANCE® Recycled Weekly/Monthly Appointment Book, 8 1/4" x 10 7/8", 50% Recycled, Black, July 2016 to June 2017

Item # 826577

- Recycled content — helps you save resources and avoid waste. Product contains 50% postconsumer recycled material.
- \$30.00





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PENS AND PENCILS

BIC® Ecolutions Round Stic Ball Pens, Medium Point, 1.0 mm, 74% Recycled, Translucent Barrel, Black Ink, Pack Of 50

Item #165782

- Greener choice — contains 74% postconsumer recycled content.
- \$8.00



Uni-ball® Rollerball™ Micro Point, 0.5 mm, 80% Recycled Pens, Black Barrel, Blue Ink, Pack Of 12

Item # 149757

- \$13.00



Pilot® “Bottle to Pen” B2P Gel Retractable Pens, Fine Point, 0.7 mm, 89% Recycled, Translucent Barrel, Black Ink, Pack Of 12

Item # 745506

- The world’s first pen made from a plastic bottle!
- \$20.00



Ticonderoga® #2 Pencils With Microban®, Black Lead, Pack Of 30

Item # 760452

- Eco-conscious
- \$8.00



MORE INFORMATION

CARDINAL GREEN PURCHASING
sustainable.stanford.edu/purchasing

CONTACT

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