

# No-Brainer Checklist



Are you only just beginning your war on waste in the workplace and don't know where to start? Here are some simple steps to ensure you're not missing out on the easy ways to reduce waste and lower costs.

Organisation /  
Department Name

## Start small

Introduce one of the recycling programs workplaces can sign up to:



### MOBILE PHONES

Register for a **MobileMuster** collection unit



### COFFEE CAPSULES

Register for a free **Nespresso** collection box



### PRINTER CARTRIDGES

Register for a **Cartridges 4 Planet Ark** collection box



### E-WASTE LIKE TVS AND COMPUTERS

Call **TechCollect** on 1300 229 837 to see if your small business qualifies for a free pick-up

## Send the right signs

Signs with photos that are strategically placed work best:



Download **free signage** for printing from [BusinessRecycling.com.au](http://BusinessRecycling.com.au)

Place signage above and on the bin

## Buy it back

Unless you're buying products made from recycled materials, you're not fully recycling!



Buy Planet Ark 100% Australian Recycled **Paper**



Visit our **recycled products directory** to find a replacement for a product that you need.

## Find out more

Recycle more and keep fighting the war on waste by using all the tools from our new resource.



Check out the **War on Waste Toolkit for Business**



BusinessRecycling

**PLANET ARK**