

# OFFICE SUPPLY SWAP

Wednesday-June 25th  
11 a.m. - 2 p.m.

Medical School Building  
6431 Fannin | MSB3.001

## Have **extra** office supplies laying around?

### Were your returns not picked up?

Are office supplies taking up storage space or headed for your dumpster?

## **Don't let them meet their fate in a landfill!**

Clean out your storage areas and just bring us any unused office supplies  
so you can **SWAP** with other end users at MSB.

### TONER

Don't forget to bring a list of the toner/cartridges that you use at the office,  
and at home, to take advantage of the large amount of toners that are donated!

Plus, meet with ERC to learn more about our Toner Recycling Program!

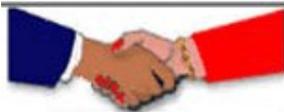
### HON

HON Office Furniture will be  
on site with several chair  
demos for you to 'test drive'!

### HOSTED BY:

E \* R \* C

Employee Relations Committee



**TODAY'S**  
BUSINESS SOLUTIONS

...your everyday  
business solution!

Juanita Garcia

Account Manager

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**Don't let them meet their fate in a landfill!**

**The Employee Relations Committee and TBS have teamed up for our 5th annual Trash-to-Treasure Office Supply Swap!**

- 1.) Clean out your storage areas and SWAP unwanted office supplies for ones you need.
- 2.) Be sure to bring a list of toner/cartridges that you use to take advantage of all the toners that are donated.
- 3.) You can also meet with ERC to learn more about our Toner Recycling Program.
- 4.) HON Office Furniture will also be on site with several chair demos for you to 'test drive'!

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**HON.**

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## **Have extra office supplies laying around?**

### **Were your returns not picked up?**

Are office supplies taking up storage space or headed for your dumpster?

## **Don't let them meet their fate in a landfill!**

Clean out your storage areas and just bring us any unused office supplies so you can **SWAP** with other end users at MSB.

**Step 1: Bring your extra un-used office supplies plus old writing instruments...**

**Step 2: Donate your un-used items and swap with other surplus supplies...**

**Step 3: Pick up free samples from Today's Business Solutions and 'test drive' demo chairs from HON...**

**Step 4: Return to your office with new supplies and feel good about your trade and donation!**

**\*Don't forget to bring a list of the toner/cartridges that you use at the office, and at home, to take advantage of the large amount of toners that are donated!**

# **OFFICE SUPPLY SWAP**