

# PRINTS MORE &

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# Prints & More Portal

ISSUE 3

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### January 2009

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### February 2009

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## Invoices: Prints & More goes green

We have been looking into how to become more environmentally conscious and in doing so we've found that doing some of the simple things like recycling all the paper waste that is generated in our day to day operation is a good step.

Another way we are going to help is by sending out our invoices for house accounts with the job at the time of completion. Effective February 1, 2009 we will be eliminating the pink

packing slip. Instead, you will receive your white original invoice. Please submit this white invoice directly to your Accounts Payable Department. We feel this will be of major impact on the amount of paper and envelope waste that is generated at Prints & More.

Thank you for helping us help the environment.

## Planroom

Something to look forward to in the upcoming months is going to be a more comprehensive online planroom. We will have more features than our current version and we are hoping that more and more clients will jump on board and be able to put their job information available to our website members. We'll keep everybody posted on the progress of our upgrade.

## Start of a New Year!

Emptied all the file cabinets and now have nowhere to store those 2008 boxes? We can help you make room in your file closet. Bring your older, out-dated file boxes to

Prints & More to be shredded if no longer needed ... or scanned to CD file storage if still of importance.



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