



Green Office Purchasing Guide Light Bulbs

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	GE Incandescent Globe Bulb 40W	GEL35156	\$5.66 EA		Verbatim LED Warm White Bulb 7W	VER98778	\$5.28 EA	Reduces energy by over 80% compared to traditional incandescent bulbs. 25,000 hour lifetime.
					Better ★★	Item #	Price	Why is this the better green choice?
					Satco CFL Spiral Bulb 13W	SDNS6235	\$13.04 PK (4 count)	Energy Star Qualified; uses up to 75% less energy than incandescent technology. Lasts up to 12,000 hours.
					Good ★	Item #	Price	Why is this a good green choice?
				GE Energy Efficient Soft White 53W	GEL66248	\$9.89 PK (4 count)	Halogen technology saves up to 28% of energy over standard light bulbs.	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	GE Energy Efficient Light Bulb, 53 Watt	163321	\$7.99 PK (4 count)		Brighton Professional™ 9W LED Dimmable Standard Lamp Light Bulb	1065189	\$6.49 EA	Energy Star Certified. Uses 83% less energy and lasts up to 20 times longer. Lower Cost.
					Better ★★	Item #	Price	Why is this a better green choice?
					Philips LED Light Bulb, A19, 9 Watts, 3000k	2434697	\$47.09 PK (6 count)	Uses 83% less energy and lasts up to 20 times longer. Made from 25% recycled material.
					Good ★	Item #	Price	Why is this a good green choice?
				Philips Fluorescent Light Bulb, CFL Twister, 23 Watt, 5000K	2636438	\$46.59 (6 count)	Uses up to 75% less energy and lasts up to 10 times longer	



Green Office Purchasing Guide Mailing Envelopes

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Quality Park Business Envelopes	QUA90020	\$17.09 BX (500 envelopes)		Ampad Envirotech Recycled Business Envelope	TOP19384	\$29.69 BX (500 envelopes)	100% post-consumer content, processed without chlorine. Low cost.
					Better ★★	Item #	Price	Why is this the better green choice?
					Quality Park Recycled Business Envelopes	QUA11117	\$49.32 BX (500 envelopes)	100% post-consumer content
				Good ★	Item #	Price	Why is this a good green choice?	
				Nature Saver Recycled Envelope	NAT00855	\$44.97 BX (500 envelopes)	30% post-consumer content	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Staples Business Envelopes	187013	\$6.05 BX (500 envelopes)		Staples Sustainable Earth Envelopes	74101	\$11.99 BX (150 envelopes)	100% post-consumer content
					Better ★★	Item #	Price	Why is this a better green choice?
					Nature Saver Envelopes	1505231	\$59.96 BX (500 envelopes)	30% Post-Consumer Content



Green Office Purchasing Guide Manilla Envelopes

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Quality Park Clasp Envelope	QUA37890	\$15.29 BX (100 count)		Quality Park Recycled Brown Kraft Clasp Envelope	QUA38711	\$24.29 BX (100 count)	100% post-consumer content.
					Better ★★	Item #	Price	Why is this the better green choice?
					Sealed Air Jiffy Padded Self Seal Mailer	SEL64775	\$24.29 CT (100 count)	Product made using wood from a certified managed forest. 35% post-consumer content; 100% recycled content.
					Good ★	Item #	Price	Why is this a good green choice?
				Ampad Earthwise Catalog Envelope	TOP19706	\$29.16 BX (110 count)	50% post-consumer content; 100% recycled content.	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Staples Clasp/Gummed Heavyweight	122069	\$8.51 BX (100 envelopes)		Sustainable Earth by Staples Envelopes, 9" x 12"	884781	\$11.30 BX (100 envelopes)	50% post-consumer content, 100% recycled content
					Better ★★	Item #	Price	Why is this a better green choice?
					Ampad 100% Recycled Paper Clasp Envelope, Side Seam, 9 x 12	TOP19705	\$14.79 BX (110 envelopes)	100% total recycled Content
					Good ★	Item #	Price	Why is this a good green choice?
				Staples Clasp Kraft Envelopes, 10" x 13"	487494	\$16.73 BX (250 envelopes)	20% post -consumer content	



Green Office Purchasing Guide Notepads

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	TOPS American Pride Writing Pad	TOP75111	\$32.39 DZ		Universal Sugarcane Based Writing Pads	UNV60630	\$4.13 PK (2 count)	Made out of 100% sugarcane - much more efficient than trees.
					Better ★★	Item #	Price	Why is this the better green choice?
					Ampad Earthwise Recycled Writing Pad	TOP40102	\$18.89 PK (4 count)	100% post consumer content.
					Good ★	Item #	Price	Why is this a good green choice?
				Blueline Ecologix Notebook	REDA7EBLK	\$8.99 EA	100% post-consumer content; cover and paper both made from recycled materials and printed with vegetable oil-based ink. Includes	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Staples® Perforated Notepad, Wide	163865	\$4.32 DZ		Staples® Eco-Friendly Sugarcane-Based Writing Pads	886428	\$7.49 DZ	Made from 80 percent sugarcane waste. Uses vegetable and water based inks
					Better ★★	Item #	Price	Why is this the better green choice?
					Ampad® Envirotec™ Perforated Writing Pads	573671	\$6.17 DZ	50% post-consumer content, 100% total recycled content. Lower Cost.
					Good ★	Item #	Price	Why is this a good green choice?
				Staples® 100% Recycled Perforated Writing Pads	491461	\$6.57 DZ	50% post-consumer content, 100% total recycled content	



Green Office Purchasing Guide Pencils

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	BIC Mechanical Pencil	BICMP11	\$4.94 DZ		Pentel e-Sharp Mechanical Pencil	PENAZ125A	\$17.09 DZ	71% total recycled content. Refillable mechanical pencils can be refilled to reduce waste of purchasing new woodcase pencils.
					Better ★★	Item #	Price	Why is this the better green choice?
					BeGreen Progrex Mechanical Pencil	PIL51193	\$1.29 EA	70% post-consumer content. Refillable mechanical pencils can be refilled to reduce waste of purchasing new woodcase pencils.
					Good ★	Item #	Price	Why is this a good green choice?
				Pentel EnerGize-X Mechanical Pencil	PENPL107A	\$17.55 DZ	84% recycled plastic. Refillable mechanical pencils can be refilled to reduce waste of purchasing new woodcase pencils.	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Staples® Yellow Pencils, No. 2	323610	\$3.15 PK (72 count)		BIC® Matic Grip® Mechanical Pencils	434931	\$5.21 DZ	100% Total Recycled Content, Refillable Mechanical Pencil
					Better ★★	Item #	Price	Why is this a better green choice?
					BIC® Ecolutions™ Mechanical Pencil	432655	\$6.06/ PK (24 count)	76% total recycled content. Refillable mechanical pencils can be refilled to reduce waste of purchasing new woodcase pencils.
					Good ★	Item #	Price	Why is this a good green choice?
				Staples® Grip Mechanical Pencils	514742	\$1.58 DZ	Refillable mechanical pencils can be refilled to reduce waste of purchasing new woodcase pencils.	



Green Office Purchasing Guide Pens

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Rubber grip Retractable Ballpoint pens	ITA36175	\$6.13 DZ		Pilot B2P Gel Pen	PIL32601	\$11.69 DZ	Made from 89% post-consumer content (plastic bottles). Refillable ink, which reduces waste from ordering, using, and disposing non-refillable pens.
					Better★★	Item #	Price	Why is this the better green choice?
					Integra Retractable Ballpoint Pens	ITA38089	\$8.42 DZ	100% post-consumer content. Lower cost.
					Good★	Item #	Price	Why is this a good green choice?
				Zebra Pen Jimmie Clip ECO Ballpoint Pen	ZEB22520	\$14.84 DZ	75% post-consumer content	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	BIC® Round Stic® Ballpoint Pens	123372	\$1.86 DZ		Pilot B2P Gel Pen	862274	\$13.87 DZ	Made from 89% post-consumer content (plastic bottles). Refillable ink, which reduces waste from ordering, using, and disposing non-refillable pens.
					Better★★	Item #	Price	Why is this the better green choice?
					uni-ball Roller Pens, Micro Point, Black	132522	\$7.37 DZ	80% post-consumer content.
					Good★	Item #	Price	Why is this a good green choice?
				Pentel R.S.V.P.® RT Retractable Ballpoint Pens	808401	\$5.50 DZ	59% recycled content	



Green Office Purchasing Guide Plates

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?	
Rudolph's	Georgia Pacific Corp. Dixie Pathway Paper Plates - 10.13"	DXESXP10PA THPK	\$30.46/ Pack (125 count)		Reusable plates!				Reusable plates are the best green choice because there they can be used over and over by the office, and they have a smaller lifecycle impact than any disposables. Disposables should only be purchased if the office does not have the ability to use reusable plates.
Compostable vs Recyclable Dishware If your office composts and is unable to use reusable plates, then compostables are the way to go. If your office is unable to use reusable plates and does not compost, then you should seek out recyclable plastics. When compostable materials are thrown into the trash - they cannot be recycled - they decompose in a landfill and emit methane, a potent greenhouse gas. In short: reusable is best, then compost if you can and recycle if you can't.					Better ★★	Item #	Price	Why is this the better green choice?	
					Tablemate Plastic Plates	TBL19644WH	\$32.44 (125 count)	BETTER ONLY FOR OFFICES WITHOUT COMPOST. Recycleable plastic.	
				Better ★★	Item #	Price	Why is this a better green choice?		
				Eco-Products, Inc Sugarcane Fiber Plates - 9.90"	ECOEPP013PK	\$9.26/ Pack (50 count)	BETTER ONLY FOR OFFICES WITH COMPOST Made from a 100 percent reclaimed and renewable material that would otherwise have been burned. Plates are BPI certified compostable and meet ASTM standards for compostability.		
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?	
Guy Brown	GP PRO Dixie Ultra® Plates	328424	\$13.55/Pack (125 Count)		Reusable plates!				Reusable plates are the best green choice because there they can be used over and over by the office, and they have a smaller lifecycle impact than any disposables. Disposables should only be purchased if the office does not have the ability to use reusable plates.
Compostable vs Recyclable Dishware If your office composts and is unable to use reusable plates, then compostables are the way to go. If your office is unable to use reusable plates and does not compost, then you should seek out recyclable plastics. When compostable materials are thrown into the trash - they cannot be recycled - they decompose in a landfill and emit methane, a potent greenhouse gas. In short: reusable is best, then compost if you can and recycle if you can't.					Better ★★	Item #	Price	Why is this a better green choice?	
					Sustainable Earth by Staples® 9" Compostable Paper Plates	905203	\$18.65/Pack (250 count)	BEST ONLY FOR OFFICES WITH COMPOST. 100% Bio-based plastic content, made from sugar cane. Compostable.	
				Better ★★	Item #	Price	Why is this a better green choice?		
				Solo Table Ware	418303	\$7.64/pack (25 count)	BETTER ONLY FOR OFFICES WITHOUT COMPOST. Recycleable plastic.		



Green Office Purchasing Guide Post It Notes

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Post-It Notes Original Pads	MMM654Y W	\$14.39 PK (12 per pack)		Universal Recycled Self-Stick Note Pads	UNV28062	\$2.69 PK (12 per pack)	Made entirely of recycled materials. 30% post-consumer content. Lower price.
					Better ★★	Item #	Price	Why is this the better green choice?
					Post-It Recycled Note Pads	MMM653RPYV	\$8.54 PK (12 per pack)	Made using plant-based adhesive and recycled paper. 30% post-consumer content.
				Good ★	Item #	Price	Why is this a good green choice?	
				Post-IT Recycled Notes in Bali Colors	MMM65412S SNRP	\$19.79 PK (12 per pack)	Made using post-consumer recycled content and 67% plant-based adhesive. 30% post-consumer content.	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Post-it® Notes, Cabinet Pack	1611323	\$24.99 PK (18 per pack)		Staples® Stickies™ Self-Stick Removable Recycled Notes	860852	\$11.99 PK (18 per pack)	30% post-consumer content, 100% total recycled content, less packaging waste because each pad is not individually wrapped. Cheaper.
					Better ★★	Item #	Price	Why is this the best green choice?
					Post-it® Greener Pop-up Notes	885271	\$12.95 PK (12 per pack)	30% post-consumer content, 100% total recycled content, less packaging waste
				Good ★	Item #	Price	Why is this a good green choice?	
				Post-it® Recycled Super Sticky Pop-up Notes	751226	\$17.50 PK (10 per pack)	30% Post-Consumer Content	



Green Office Purchasing Guide

Recycled and Re-manufactured Printer, Ink, and Toner Cartridges

Guy Brown

The Guy Brown website has an Ink and Toner Finder. If you're logged into the website and browsing the online catalog, there is an "Ink and Toner Finder" tab on the orange bar across the top of the screen. From there, if you select your printer or copier model, you should be able to see if they offer any remanufactured cartridges.

Rudolph's

On the Rudolph's website, enter the search term "remanufactured" and use the drop down bars on the left side to narrow down the search results and find your printer or copier. Not every model will necessarily have a refilled or remanufactured option.



Green Office Purchasing Guide Sheet Protectors

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Staples® Nonstick Top-Loading Sheet Protectors, Medium-Weight	486330	\$7.59 BX (200 count)		C-Line Recycled Top Load Sheet Protector	62029	\$18.55 BX (100 count)	70% recycled content.
					Better ★★	Item #	Price	Why is this a better green choice?
				Avery Recycled Top-Loading Economy Sheet Protectors, Light-Weight	AVE75539	\$9.59 PK (100 count)	40% post-consumer content, 50% recycled content	
				Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Universal Top-Load Poly Sheet Protectors	UNV21125	\$6.75 BX (100 count)		C-Line Recycled Polypropylene Sheet Protector	CLI62029	\$13.49 BX (100 count)	70% recycled content.
					Better ★★	Item #	Price	Why is this a better green choice?
				Avery Top-Load Recycled Polypropylene Sheet Protector	AVE75539	\$13.49 BX (100 count)	40% post-consumer content.	



Green Office Purchasing Guide Stapler

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Swingline - 444® Commercial Stapler	H144401	\$6.04 EA		Sustainable Earth by Staples™ Desktop Stapler	327002	\$7.49 EA	casing is 100% recycled content, 43% post-consumer content.
					Better ★★	Item #	Price	Why is this a better green choice?
					OIC Euro-Style Full-Strip Desktop Stapler	815965	\$7.19 EA	30% recycled material, 30% post consumer content
				Good ★	Item #	Price	Why is this a good green choice?	
				Swingline® Standard Stapler Eco Version	504274	\$3.24 EA	50% recycled material	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Swingline Commercial Full Strip Desk Stapler	SWI44401S	\$9.44 EA		Rapid Eco 80 Heavy-Duty Stapler	RPD73159	\$32.39 EA	100% recycled content.
					Better ★★	Item #	Price	Why is this a better green choice?
					Bostitch Ascend Stapler	BOSB210BLK	\$8.09 EA	70% post-consumer content.
				Good ★	Item #	Price	Why is this a good green choice?	
				Max Fat Clinch Light Effort Stapler	MXBHD11FLKE	\$13.49 EA	58% post-consumer content; Green Seal certified.	



Green Office Purchasing Guide Surge Protectors

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Staples® Power Strip Cord, 6 Outlets	791162	\$6.24 EA		Smart Strip - Purchase from the Office of Sustainability		\$20.00 EA	Auto-shutoff technology: automatically detects electronics in sleep mode
					Better ★★	Item #	Price	Why is this a better green choice?
					Kensington® SmartSockets® Basic Strip Surge Protector	894958	\$22.59 EA	Auto-shutoff technology: automatically detects electronics in sleep mode
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Tripp Lite Surge Suppressor	TRPTLP606	\$12.59 EA		Smart Strip - Purchase from the Office of Sustainability		\$20.00 EA	Auto-shutoff technology: automatically detects electronics in sleep mode
					Better ★★	Item #	Price	Why is this a better green choice?
					Kensington Smartsockets Color-Coded Strip Surge Protector	KMW62146	19.79 EA	Auto-shutoff technology: automatically detects electronics in sleep mode
				APC SurgeArrest Surge Protector	APWP6GC	23.03 EA	Programmable, preset timers allow users to set times during which electronics receive power, resulting in energy savings.	



Green Office Purchasing Guide Surface Cleaner - Spray

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Clorox Hospital Grade Disinfecting Spray - 19 fl oz	COX38504 CT	\$100.71/ Carton (12 count)		Beaumont Citrus II Germicidal Cleaner - 22 fl oz	BMT63371292	\$7.54/ Each	80% recycled content. EPA-registered.
					Better ★★	Item #	Price	Why is this the better green choice?
					Green Works All-Purpose Surface Cleaner	CLO00456	\$4.94/ Each	Made with naturally derived and plant-based ingredients. In gredients are both renewable and biodegradable. Lower Price.
					Good ★	Item #	Price	Why is this a good green choice?
				Simple Green Biodegradable Degreaser Cleaner - 24 fl oz	SMP13012	\$8.26/ Each	Biodegradable Formula	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Lysol® Multi-Surface Disinfectant & Deodorizer Sprav	751160	\$6.52 EA		Method Glass & Surface Cleaner Spray, 28 oz	1258201	\$3.26 EA	Made with 100% sustainable, plant-based ingredients. Cleans, degreases and deodorizes with the natural power of a corn-based solvent. Does not contain dyes or synthetic perfumes. grevwater and septic safe. Cradle to
					Better ★★	Item #	Price	Why is this a better green choice?
					Seventh Generation™ Botanical Disinfecting Multi-Surface	848855	\$3.77 EA	Nontoxic and biodegradable formula. Free of chlorine, acids, caustics, patroleum based
					Good ★	Item #	Price	Why is this a good green choice?
				Green Works® Glass & Surface Cleaner - 32 fl oz	732220	\$3.99 EA	98% naturally derived, biodegradable Formula	



Green Office Purchasing Guide Tape

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Scotch Magic Invisible Tape Refills	MMM810K	\$34.99 PK (12 count)		Scotch Magic Greener Invisible Tape	MMM81210P	\$21.59 (10 count)	Core made of 100% recycled plastic. Tape made from 53% plant-based materials. Packaging made from 100% recycled content.
					Better ★★	Item #	Price	Why is this the better green choice?
					Scotch Eco-Friendly Tape	MMM81216P	\$14.39 PK (6 count)	Tape and packaging made from 65% recycled or plant-based materials
					Good ★	Item #	Price	Why is this a good green choice?
				Scotch Transparent Greener Tape	MMM61212P	\$26.09 PK (12 count)	9% recycled content	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Scotch® Magic™ Tape	376423	\$26.69 PK (12 count)		Scotch® Magic™ Greener Tape Refill	MMM81216P	\$30.69 PK (16 count)	Made from over 65% recycled and plant based materials
					Better ★★	Item #	Price	Why is this the better green choice?
					Good ★	Item #	Price	Why is this a good green choice?



Green Office Purchasing Guide Tissue

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Kleenex® Boutique™ Anti-Viral Cube Box Facial Tissues	752602	\$5.95 / PK of 3		Georgia-Pacific Envision® Flat Box Facial Tissues	493465	\$25.96/ Carton (30 Boxes)	Ecologo certified, EPA CPG certified, Green seal certified, 20% post-consumer content, 100% total recycled content, best price
					Better ★★	Item #	Price	Why is this the better green choice?
					Sustainable Earth	887832	\$8.88/ Carton (10 Boxes)	EPA CPG certified, Green seal certified, 40% post-consumer content, 100% total recycled content
					Good ★	Item #	Price	Why is this a good green choice?
				Kimberly-Clark Surpass	808385	\$31.39/ Carton (30 Boxes)	EPA CPG certified, FSC certified, 100% post-consumer content	
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Clorox Hospital Grade Disinfecting Spray - 19 fl oz	COX38504 CT	\$100.71/ Carton (12 count)		Cascades Moka Facial Tissue	CSD4186	\$31.82/ Carton	20% pre-consumer recycled content, 80% post consumer recycled content, EcoLogo Certified, Green Seal Certified, Green-e Certified
					Better ★★	Item #	Price	Why is this the better green choice?
					Wausau Paper EcoSoft Green Seal	WAU13000	\$50.76 / Carton	Green seal certified, 100% recycled content



Green Office Purchasing Guide Two Pocket Folders

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Guy Brown	Staples® Twin-Pocket Portfolios	905705	\$3.17 PK (10 count)		Oxford® 100% Recycled Twin-Pocket Portfolios, Blue	479455	\$3.88 BX (10 count)	60% post-consumer content, 100% total recycled content
					Better ★★	Item #	Price	Why is this a better green choice?
					EarthWise Recycled Twin Pocket Portfolio	566893	\$20.99 BX (25 count)	30% post-consumer content, 100% total recycled content
				Good ★	Item #	Price	Why is this a good green choice?	
					Oxford Twin-Pocket Portfolios	80543	\$16.99 BX (25 count)	10% post consumer content, 25% total recycled content
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?
Rudolph's	Avery Two-Pocket Folder	AVE47985	\$12.59 BX (25 count)		Oxford Earthwise Recycled Paper Twin-Pocket Portfolio	OXF78513	\$14.39 BX (25 count)	100% post-consumer content.
					Better ★★	Item #	Price	Why is this a better green choice?
					Universal Two-Pocket Portfolio	OXFUNV56604	\$8.99 BX (25 count)	10% post-consumer content.
				Good ★	Item #	Price	Why is this a good green choice?	
					Smead Two-Pocket Folder	SMD87854	\$13.04 BX (25 count)	10% post-consumer content. This product was made using wood sourced from a certified managed forest.



Green Office Purchasing Guide Vertical File Cabinet

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?	
Guy Brown	Staples® Commercial Vertical File Cabinet	204080	\$179.44 EA		Check Terrapin Trader!			\$10.00 - \$75.00	It is better to reuse an object than purchase a new one. You'll also save money!
					Better ★★	Item #	Price	Why is this a better green choice?	
					Hirsh Industries Office Designs Vertical File Cabinet	821382	\$126.49 EA	30% post-consumer content	
					Good ★	Item #	Price	Why is this a good green choice?	
				Staples 4-Drawer Letter Size Vertical File Cabinet	495795	\$177.98 EA	30% recycled content.		
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?	
Rudolph's	OIF Four Drawer Economy Vertical File	EFS41109	\$251.25 EA		Check Terrapin Trader!			\$10.00 - \$75.00	It is better to reuse an object than purchase a new one. You'll also save money!
					Better ★★	Item #	Price	Why is this a better green choice?	
					BBF Mobile Pedestal	BSHWC94453 SU	\$377.25 EA	6% post-consumer content; 48% total recycled content.	
					Good ★	Item #	Price	Why is this a good green choice?	
				HON 510 Series Two-Drawer Suspension File Cabinet	HON512PP	\$270.75 EA	24% post-consumer content; 36% total recycled content.		



Green Office Purchasing Guide Weekly Planners

Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?	
Guy Brown	DayMinder® Weekly Planner	1832662	\$14.03 EA		Google Calendar			FREE	Keep your schedule on Google Calendar and you will be able to categorize different calendars and easily share your schedule with coworkers! The best part? It's all electronic, so no paper waste!
					Better ★★	Item #	Price	Why is this a better green choice?	
					AT-A-GLANCE® Recycled Weekly/Monthly Planner	2127811	\$19.29 EA	30% post-consumer content, 90% recycled material	
				Good ★	Item #	Price	Why is this a good green choice?		
				Staples® 2017-2018 Small Academic Weekly/Monthly Planner	2491995	\$13.99 EA	30% post-consumer content		
Contract	Standard Item	Item #	Price	Green Choices	Best ★★★	Item #	Price	Why is this the best green choice?	
Rudolph's	AT-A-GLANCE Dayminder	AAGG52000	\$18.89 EA		Google Calendar			FREE	Keep your schedule on Google Calendar and you will be able to categorize different calendars and easily share your schedule with coworkers! The best part? It's all electronic, so no paper waste!
					Better ★★	Item #	Price	Why is this a better green choice?	
					House of Doolittle Recycled Weekly/Monthly Planner	HOD28302	\$18.44 EA	100% post-consumer content; FSC certified.	
				Good ★	Item #	Price	Why is this a good green choice?		
				Franklin Covey Blooms Dated Weekly/Monthly Planner	FDP35448	\$19.79 EA	30% post-consumer content.		