

# Memo

**To:** All employees

**From:** Mr. Gold, CEO

**Date:** 10/29/2012

**Re:** Going Green

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(Type a paragraph describing how & why the company is going green)

The following are new procedures EP Clothing will be using:

- Recycle bins for paper, glass, and plastics will be by the main office. Please use these.
- All notices, memos, etc. will need to be emailed rather than printed.
- All ink cartridges bought will be remanufactured rather than brand new.
- Lights will be turned off from 10am to 2pm when daylight is sufficient.
- We will no longer use paper cups for water or coffee. Bring your own mug or water bottle to reuse.

We believe all these changes will make a difference. Thank you for your cooperation.

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