



## Conserve Our Green

**We're saving the green.** By partnering with Staples Advantage, formerly Corporate Express, we are lowering our office supply costs and reducing our impact on the environment. Check out Duke discounted pricing and environmentally preferred products at [www.eway.com](http://www.eway.com).

**Every day you make decisions that affect Duke spending as well as the environment.**

It is recommended that you order **no more than once a week** in an effort to:

- Limit fuel consumption from excess deliveries
- Manage overhead costs
- Control departmental funds

Additionally, Staples has agreed to offer a 1.25% discount on all [www.eway.com](http://www.eway.com) orders over \$50, to encourage consolidation of orders!

**In addition to remanufactured toner cartridges, you can now purchase new HP toner cartridges at competitive prices through Staples Advantage at [www.eway.com](http://www.eway.com).**



New HP toner cartridges are manufactured largely from recycled materials. Benefits of HP toner cartridges include:

- A closed loop recycling system that produces new HP toner cartridges
- A one-third reduction in the number of cartridge component parts
- Improved product packaging that includes 80 percent recycled paper

To take advantage of additional savings, Duke has removed the automatic substitution of remanufactured toner cartridges.

**Compare HP and Staples Sustainable Earth brand cartridge prices at [www.eway.com](http://www.eway.com).**

**Continue to practice responsible purchasing on other products by choosing less expensive, socially responsible products:**

- Use [www.eway.com](http://www.eway.com) to help create a frequently used shopping list
- Choose diverse suppliers on EWay by selecting products with this icon  **MWBE**
- Look for environmentally preferred products on EWay with this icon  **Recycled**
- Eliminate unnecessary purchases by getting gently used furniture and office supplies from Duke Surplus at no charge
- When purchases are necessary, follow Procurement Standardization Guidelines at:

[www.procurement.duke.edu](http://www.procurement.duke.edu)

**For general information about Sustainable Duke, please visit:**

[www.duke.edu/sustainability](http://www.duke.edu/sustainability)

**For additional information about greening your office, email:**

[greenpurchasing@duke.edu](mailto:greenpurchasing@duke.edu)

*Please use EWAY only to receive Duke negotiated pricing.*

*Special Duke discounted pricing and program are NOT available at Staples stores for walk-in purchases or on the Staples.com website.*