



SPECIALTY UNDERWRITERS LLC

TEAM ED UPDATE

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GOING GREEN? Office Tips to Tread Lightly

Now more than ever before, companies are looking for efficient and cost-effective methods to join the green movement and do their part.

We all need to do it, but do we really know how?

Here are some useful tips to get your office started on it's earth-friendly path.

1) Recycle, recycle, recycle!

Find out from your community what you can recycle and how. Often glass needs to be separated from plastic, paper from everything else. Establish clearly marked different colored bins at all stations to make it easy for your co-workers to do the right thing.

2) Use recycled or sustainable products.

From the paper in your printer to the cups in your kitchen, many items can be replaced with environmentally sound options with little or no added expense. Eliminate plastic cups and email a memo to all to bring their mugs from home. Or, buy compostable cups made from corn, the cost is comparable and they decompose in the earth in 30 days!

3) Reduce waste!

Give presentations electronically and email them to your audience afterward. Instead of mountains of corporate collateral at meetings or conventions, try reusable banners and electronic media to grab your audiences' attention.

4) Get creative!

Post a Ride Share board in the break rooms or on your Human Resources network. Carpooling even a day or two a week cuts down emissions, saves you money and allows you to get to know your co-workers a bit better.

Just think, your office environment is the perfect place to start saving our planet!



Think Green! Reduce your carbon footprint today.

COMING SOON TO A SCREEN NEAR YOU

December 19

Seven Pounds
Will Smith

Yes Man
Jim Carrey

The Tale of Despereaux
Animation

NEW ON DVD

The Dark Knight

Dr. Seuss' Horton Hears a Who

Hancock

Making More Service Calls than Copies?

Check out the repair history and age of any piece of equipment you have under your Equipment Maintenance Management Program with SU Group. Simply log onto **www.su-group.com** with your 6 digit equipment number located on the sticker tag on the machine to find out what you need to know today about that machine. Simple handy reports can help you decide if it's time to replace it and our Engineering Services can assist with all the info you need to make an informed decision to fit your department's goals.

One toll-free phone call to SU can tell you what equipment has the best reports, what their different features are, extensive actuarial info as well as simply comparing prices to fit your budget.

This expert consultation is free to you as our valued customer. We'll be standing by at **1-800-558-9910** to help with any and all maintenance solutions. And remember, if there's a custom report that would benefit your department's needs, just ask!

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