

This worksheet allows your office to track purchases of traditional office supply products. Compare this worksheet to the similar one completed in Level 2 to see if your office has saved money by switching to alternative green products and/or if the items are being purchased less frequently due to increased reuse and conservation.

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| --- | --- | --- | --- | --- | --- | --- |
| Office Product | Product Currently Purchased | Quantity per Year | Annual Cost | Green Alternatives | Annual Cost | Cost Differences |
| Paper |  |  |  |  |  |  |
| Pens and Pencils |  |  |  |  |  |  |
| Sticky Notes |  |  |  |  |  |  |
| Paper Clippers |  |  |  |  |  |  |
| Envelopes and Mailing Packages |  |  |  |  |  |  |
| File Folders |  |  |  |  |  |  |

