

Recycled Notepads

Use scrap paper that's blank on one side to make your own scratchpads. Print/Copy Services will pick up your scrap paper and deliver the finished product, all **for free**.

Method 1



1. Call Print/Copy Services at 617.636.5373, or ext. 6-5375
2. Order your recycled notepads on the phone. Be sure to specify what size the pads are to be, as well as how many pages per notepad you would like and the total number you are ordering.
3. Specify your campus and building so that Print/Copy Services can pick up and drop off. You can also include cardstock covers with your logo or contact information if you plan to give these out as prizes.

Method 2



1. Go to the Print/Copy Services [website](#).
2. Click "Online Ordering".
3. Log in.
 - If this is your first time using their online ordering service, you'll need to create an account, but that only takes a moment. Click "register" to take your account.
4. Go to "Custom Print Items" and specify the Job Title and the number of pads you want.
5. Click the "Offline" tab, next to where it says "Upload".
6. Under "Type" select "Other (not listed)".
7. Specify a file name and the number of pages you'd like per notepad.
8. Under "Delivery Instructions", write your location, including the Tufts campus on which your office is located. Also specify whether you would like them to pick up your scrap paper to use or whether they should use their own. Then click "Add".
9. Click "Next" and on this page, check the box "Call to Discuss". Print/Copy will check with you to make sure all the details are correct.
10. Under "Special Instructions", specify that you want recycled notepads and provide the size you would like (4x6, 8.5x11, etc.)
11. Click "Next" and confirm your order.
12. Under "Method", select "Campus Delivery".
13. There is no charge for this process, but you'll need to enter your DEPT ID number. You will not be charged. If you have any concerns, Print/Copy is very responsive and will be able to help.