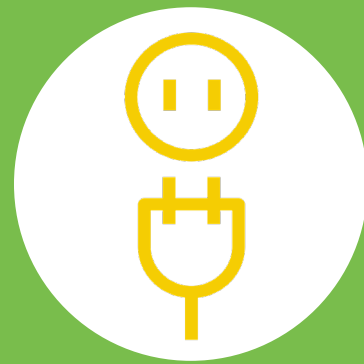


QUICK ENERGY SAVING TIPS

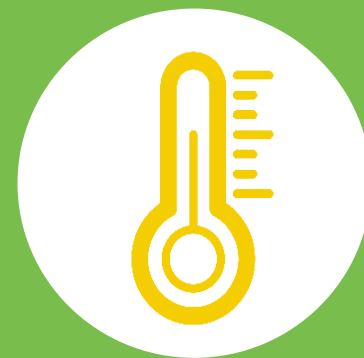
in your office

UNPLUG APPLIANCES



Unplug or turn off appliances such as printers, coffee pots, and fans overnight and when not in use.

ADJUST THERMOSTAT TEMP



During the day, set thermostat to 78° in the summer/68° in the winter and shut it off overnight. Don't forget to close your windows and doors when the AC/heat is on.

TURN OFF THE LIGHTS



Turn off the lights every time you leave a room and at night.

REDUCE COMPUTER POWER



Shut down your computer at night and put it on sleep mode during the day when not in use for 20 mins or longer. Use low power mode.