



University of South Alabama
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OUR MISSION STATEMENT Publication Services is charged with the responsibility of providing the University community (students, faculty, and staff) with a high-quality, cost efficient print management service.

**DID
 YOU
 KNOW?**

Electricity costs can be cut as much as 15% just by turning off lights when not in use.

A continuously dripping faucet can waste 500,000 liters of water and cost businesses \$400.00 per year!!!

By reducing the temperature on your furnace by one degree, you can save up to 8% on your bill.

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**P.S.
 NEWS**

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We've got bright ideas!

University of South Alabama Publication Services
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BRIGHT IDEAS about...

being a GOOD Steward

Small changes can make a big difference. As members of the University family, we need to work together to address challenges brought about by proration and the economic recession. We all want to do our part, but just aren't sure where to begin.

Listed below are suggestions that everyone can embrace:

- **Turn off computers, monitors, multifunctional printers and copiers when not in use.** This can save up to \$75.00 per year, per unit. How many units are in your department?? Multiplied by all departments this could be a substantial savings.
- **Edit and proof documents on the computer screen.** Try to make all changes before printing your job.
- **Develop the practice of 2-sided copying (duplexing).** By simply changing the default settings on your computer, multifunctional printers and copiers to duplexing, you will significantly reduce paper usage.
- **Recycle office supplies.** General items such as old binders, file folders, paper clips, rubber bands and interoffice envelopes can be reused. Place reclaimed items in a central location and encourage employees to use them.
- **Consider purchasing office supplies in bulk.** However, before placing an order for any office supplies ask the question, "Is this item really necessary?"
- **Turn off lights at the end of the day or when not in use and reduce water consumption by turning off taps and report drips.** You are conscientious to do these in your home, so why not at your job?

Educate and encourage employees to be energy conscious in all areas of the work place. By being proactive and working together, each one of us will make a difference.

REDUCE, REUSE, RECYCLE

C C R I N T E R A C T I V E E
 O O Y E L B I S N O P S E R L
 S N L T P E X C H A N G E C B
 T S F A I L M U N I M U L A A
 D E R U T C A F U N A M E R D
 U R W F R N I C B D E B B T A
 V V E C U D E R E U S E U R R
 R E C Y C L E M T M L V D I G
 M I N I M I Z E N C E K G D E
 N O I T C U D E R O E N E G D
 D I S P O S A B L E R L T E O
 Y L E V I T C E F F E I E S I
 A L T E R N A T I V E S V N B
 Q C O N S U M A B L E S K N E
 N O I T P M U S N O C E B T E

ALTERNATIVES
 ALUMINUM
 BIODEGRADABLE
 BUDGET
 BULK
 CARTRIDGES
 CONSERVE
 CONSUMABLES
 CONSUMPTION
 COST
 DISPOSABLE
 EFFECTIVELY
 ELECTRICITY
 ENVIRONMENTAL
 EXCHANGE
 INK
 INTERACTIVE
 MINIMIZE
 RECYCLE
 REDUCE
 REDUCTION
 REMANUFACTURED
 REPLACEMENT
 RESPONSIBLE
 REUSE

More BRIGHT IDEAS!

SmartMail Update...

In the last *P.S. News* (Volume 23, Winter 2009) we addressed the MOVE UPDATE postal regulation for all discount mailings.

Move Update requires that all addresses used in a bulk mailing be verified within 95 days prior to a mailing (Publication Services has this capability) OR that a return service endorsement be placed on the outside of the mail piece. **If a return service endorsement is used, address changes MUST be incorporated prior to any subsequent mailings.**

If you have any questions about this or any mailing questions, please call 380-2828.
*(Archives of P.S. News can be found on www.southalabama.edu/publications/.
 In the lower left hand corner, click on PS Newsletter.)*

A Reminder..

Postage rate increases become effective on May 11, 2009.