**Recommendations for use of the front office** 03/08/20xx 9:44 AM

**color copier**

**Lulu Shadensky** to: Front Office Assistants

 cc: Senior Staff

Dear colleagues,

I wish to remind you of the importance of collecting your printed documents promptly from the FO (Front Office) color copier when the jobs are complete. As you are all aware 24 Assistants and 12 Senior Staff share this copier. Colleagues often do not pick up their copy jobs immediately. Often this means that the administrative assistants spend considerable time sorting and distributing copies to colleagues when they go to pick up their own jobs.

These guidelines, that are designed to benefit all of us, will increase departmental efficiency.

Remember, similar guidelines apply to all the photocopying facilities on our Floor, not just our area. Please take a moment to refresh your memory of the guidelines that follow.

* Pick up your copies as soon as they are printed.
* Limit use of the color copier to special documents such as graphs, figures and tables;
* To use the confidential trash to discard damaged copies;
* Keep the copy room clean and tidy.
* FO Assistants should be informed when toner or copy paper is needed; and
* Allow those with shorter documents to copy before proceeding with copying of longer documents.

The Unit’s Best Practices Guidelines can be found in the office procedures binder. Please refer to it if you have any questions, let me know if you have suggestions for how we can improve our practice.

Thank you for your cooperation.

Best regards,

Lulu

Lulu Shadensky

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