**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 **front office (FO)** 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 copies.

These guidelines, **which** 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.[[1]](#footnote-1)
* Limit use of the color copier to special documents such as graphs, **figures,** and **tables.**
* **Use** the confidential trash to discard damaged **copies.**
* Keep the copy room clean and tidy.
* **Inform** FO **assistants** when toner or copy paper is **needed.**
* Allow those with shorter documents to copy before proceeding with copying larger documents.

The **unit’s** Best Practices Guidelines can be found in the office procedures binder. Please refer to it if you have any questions**,** **and** 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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1. Remember, you may use either periods or semicolons when the points included in a displayed list are complete sentences. If you use semicolons, also use “and” after the second-to-last item and a period after the final item. [↑](#footnote-ref-1)