



ENVIRONMENTAL RECYCLING ACTIVITY REPORT

SAMPLE REPORT

Year 0000

Client Name
Address

Dear (Client):

All of us at **CITADEL INFORMATION MANAGEMENT** want to thank you for your environmentally conscious efforts. Following is the summary for this time period.

Material Processed			
1,487,471 Pounds Collected is equal to:		743.74 Tons Processed	
Which Translates Into		Financial Value	
12644	Trees Saved	\$	3,160,875.88
5206148.5	Gallons of Water Saved	\$	23,427.67
3049315.55	Kw of Energy Saved	\$	243,945.24
44624.13	Pounds of Pollutants Kept Atmosphere	\$	223,120.65
3718.7	Cubic Yards of Landfill Saved	\$	185,933.88
		\$	3,837,303.31

Estimated figures, derived from official U.S. Environmental Protection Agency calculations, and Actual prices from wholesale suppliers of paper, electric, water, and landfill companies.

- All shredding clients note: all material 100% destroyed before recycled.

Go Green! Take great pride in knowing your environmental efforts are leading the way and setting a great example. We appreciate our business relationship and look forward to our continued commitment in both information security *and* environmental protection.