Box Recycling Program

Working with Villanova University’s Procurement Department, Office Basics has developed a box recycling program to help reduce waste and continue working towards Villanova’s commitment to sustainability.

**How does this work?**
Office Basics will pick up used Office Basics boxes. These boxes will be reused for future deliveries if they are in proper condition or Office Basics will properly recycle the boxes.

**What do I have to do?**
Very simple! All we ask is you break down your Office Basics box so it is flat. Place it in a designated pick up place for our driver and they will pick up the next time they make a delivery. Please label it for Office Basics pick up or the custodial department will pick up.

**Qualified Boxes**
All Office Basics brown mixed supply boxes. All Office Basics Copy paper boxes and Xerox copy paper boxes. Please no food boxes.

“A simple effort for sustainability” Thanks for your help!