

How to create a greener office

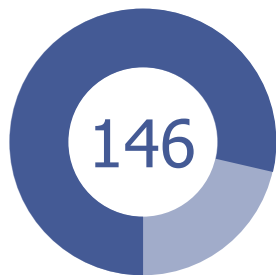
1 step away from reducing your carbon footprint

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Swift & positive impact

Paper is becoming a bottleneck for business processes and its excessive usage a clear impediment for organisations that are embracing greener IT*.

Every employee every year prints out around 10,000 sheets of paper. That equates to:




Tonnes of water




Trees




Tonnes of landfill

According to The Paperless Project** the amount of paper printed out by office workers is rising by 22% per year. A big expense to business in terms of staff time and resources, but also a heavy and unnecessary environmental cost.

Potential savings with paperless

- ✓ Save on staff time
- ✓ Save on printing & storage
- ✓ Accurate and rapid file search
- ✓ Efficient digital document filing
- ✓ The job of paper filing disappears
- ✓ 'Green' credentials



Why it pays to be paperless

Many organisations are actively looking for suppliers who can demonstrate their commitment to the environment. By adopting a paperless office your business could not only attract potential new customers, but also significantly reduce costs and increase efficiency.

*<http://www-03.ibm.com/press/us/en/pressrelease/27633.wss>

**<http://www.thepaperlessproject.com/>

If you'd like advice about paperless systems, please contact us now!

 Call us on: 0131 603 7910

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