

# Environmental Guide



**Go Green with our range of  
stationery products!**

Read on ...

the **GREEN** initiative<sup>®</sup>

The way we live has a  
**dramatic effect** on our natural  
resources and the environment.



**We are committed to minimising  
the impact** our activities have on  
our eco system.



# Go Green!

This **GREEN initiative** guide provides you with information on how we are doing this and how you too can help.






# Suppliers and Manufacturers

- We trade with environmentally aware suppliers and manufacturers
- All of our suppliers provide **COSHH** quality assurance
- We are members of **Integra Office Solutions Ltd**
  - A buying group of over 370 like minded businesses
- We are represented by **BOSS Environmental Committee** and have access to the latest guidelines and recommendations



# Eco Friendly Products

- We highlight our eco friendly products within our catalogues
  - initiative consists of over **1000 products** designed for the modern office
  - We are increasing our range of environmentally sensitive products within the range
  - We can also carry out a **FREE** no obligation **GREEN audit** and suggest environmentally responsible alternatives
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# initiative 100% Recycled Paper

- **initiative** recycled paper is made using 100% recycled fibre
- Saving tonnes of waste paper from landfill every year
- Quality is not contaminated by low grade waste such as cardboard and newspaper
- **initiative** recycled paper manufacture reuses and recycles water and benefits local wildlife with cleaner water
- **initiative** 100% recycled paper is white, clean & smooth delivering results comparable to virgin fibre papers
- Ideal for volume copying and printing





# initiative Furniture

- The initiative range of furniture is sourced from environmentally responsible suppliers
- They are committed to continuously improving their processes to lesson their impact on the environment
- **Reducing carbon footprint**
- initiative furniture suppliers all have active recycling policies promoting the reuse of waste



# Delivery

- Planned deliveries ensure efficient operation
- Vehicles are fully maintained
- Monitor and control CO2 emissions
- Lessen the impact we have on the environment
- No wasteful packaging of orders
- initiative delivery cartons are made from **100% recycled content**



# Technology

- We actively encourage the use of technology
- Primarily e-trading solutions and email
- To reduce the amount of paperwork and wastage
- Our electronic solutions make your business more efficient
  - **Saving you time**
  - **Saving you money**

We aim to **reduce, recycle and re-use packaging** wherever possible and dispose of all waste responsibly.





# Recycling Programme

- 2 million toner and inkjet cartridges are buried in UK landfill sites each year
- Each cartridge can take up to 1000 years to biodegrade
- We can supply a **FREE** recycle bin and collect it when its full
- Our recycling programme also funds charity



# Recycling Programme

- By purchasing initiative remanufactured toner cartridges you save your business money
- You also help the environment by recycling cartridge components
- Our cartridges have a failure rate of less than 1% - **the lowest in the market**
- Plus a lifetime **'No quibble'** guarantee


## **What else can you do?**

Here are some tips on how you can reduce the impact you have on the environment at work;





# What else can you do?

1. Turn off the lights and use energy saving bulbs
  2. Switch your PC's, monitors and photocopiers off at night
  3. Car share, cycle or walk to work – look at the “Cycle to Work” government initiative
  4. Don't print unnecessary emails, save in a folder on your computer
  5. Recycle and re-use products where you can
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# What else can you do?

6. Take the train for long distance business travel, save on fuel bills and cut pollution
7. Use the stairs instead of the lift
8. Buy & use recycled stationery products in the workplace
9. Avoid disposable products which are used then thrown: e.g. plastic cups or make sure you recycle them
10. Use print preview to avoid having to print

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