

## Sustainability - Green

### Our Commitment To A Paperless Office

CAD Creations is committed to working toward a sustainable environment. It is in our interest and, we believe, it is good business to support the paperless office through digitization. As from 1<sup>st</sup> October 2009 (our 13<sup>th</sup> year of trading) a full paperless office (where possible) will be put in place. Already many of our clients are using a '*mark-up scan and e-mail*' system rather than the old '*paper copy in the post*' route.

- Incoming correspondence, invoices etc. will be scanned and stored electronically.
- Outgoing correspondence, invoices etc. will be sent electronically where possible.
- All drawings produced will be saved to either .dwg, .pdf, .dxf or .jpeg file formats and issued via e-mail. Hard copies will be kept to a minimum and only provided at special request.
- All payments are made electronically where possible.
- An online storage facility will be used to securely store all electronic documents, reducing the need for paper based filing systems.

### Recycling

- Paper waste is recycled
- Ink cartridges are recycled.
- Two-sided copying is used where possible.

### The Paperless Office

- We don't print brochures. All marketing information is on our website.
- We don't subscribe to paper-based newspapers and magazines.
- We don't use direct mail for marketing.
- Wherever possible, proposals are submitted by e-mail.
- We download software and don't request physical media.

### Energy Conservation

- Our office which is based at 'The Capital Business Centre' has full recycling and energy saving measures in place by the landlord Capital Enterprise Centres.
- Energy efficient light bulbs, PCs, scanners, copiers, monitors etc. have been purchased and are turned off when not in use. No equipment is left on when office is unoccupied.
- Site visits and meetings are kept to a minimum to avoid time and travel.
- Home based working is encouraged avoiding travel implications.

