

It's all of our responsibility to protect the planet, and to do our part to minimize our impact as much as possible. One big thing your organization can do to help is cutting down on paper waste produced in your office. Removing all waste entirely might not be realistic but there are many things your firm can do, and services your firm can utilize that will help you drastically reduce the unnecessary paper waste produced by your office.

Enviromental Impact

of Paper-Based Payroll for 10 Person Business Annually



LANDFILL **57 LBS**



GASOLINE 1.3 Metric Tons CO2



PAPER

48 LBS CO2



WASTE WATER 2,080 Gallons



TREES

1 Tree

Benefits of Going Paperless

(Beyond Just Saving the Actual Planet)



Lower costs associated with purchasing and labor



Improving communication with clients and other organizations



Document automation, e-signing etc



You won't have to drag in a large box of documents into court



If traveling, in court or working at home, you will have your files ready



Make finding documents faster and easier



You will always have a backup of your work for emergencies



digitization of your records? If so you should set a hard date for making that switch and answer some basic questions. Do the people in your office have a plan for handling documents when they come in?

How are your Documents Scanned?

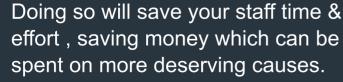
place for your organization and for your individual workers. Do you

have the staff available to handle document scanning and the

Is Your Office Ready?



document or something needs to be filed. E-Signatures Elecronic Filing A crucial step in going paperless is In the past when you had a complex getting your records and your document that needed to be signed,



effort, saving money which can be spent on more deserving causes.

Office Scanner One thing you should do right away if you haven't allready, is buy a high

contacts stored in an online system.

quality scanner for your office. Since going paperless will involve digitizing your papers, this will be a

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necessary tool for the entire office.

room and it was time consuming for

everyone involved. Today, we can do this online. **Documents**

everyone had to gather in the same

Very affordable and free sites like Drop or Gsuite can help your entire office access the same files, no matter where they are in the world. This is particularly usefull if you have staff who travel.

NATIONAL TECHNOLOGY ASSISTANCE PROJECT