

Going Paperless

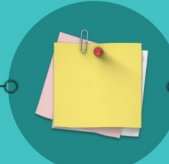
Simple steps to make your office paperless



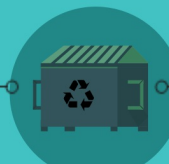
Reduce



Use one centrally located printer for the entire office to decrease unnecessary printing. Make sure that this printer is set to print all papers double sided.

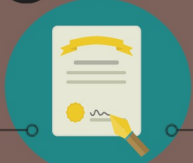


Take notes on scrap paper instead of using sticky notes. Keep a stack of left over paper from the printer for everyone in the office to use.



Encourage paper recycling within the office. Use shredders for confidential documents that can not be put in a central recycling bin. Don't forget to put your shredded paper in a clear bag!

Restructure

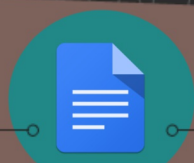


Use electronic signatures to reduce the need to print contracts and documents. According to the ESIGN act of 2000 electronic signatures carry as much validity as hard copies.



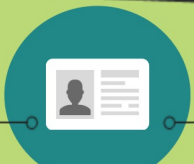
Eliminate the need to fax by using fill able PDF forms that can be sent electronically. Websites like PDFescape can help create these forms.

PDFescape

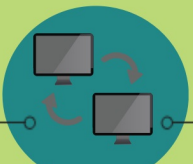


Programs such as google docs and evernote can help to share information, and can allow multiple people to work on the same project without printing lots of copies.

Rethink



Use smartphone apps such as CamCard and WorldCard Mobile to replace the need for printed business cards.



Investing in multi-monitor computer stations can help reduce the need to print documents that need to be cross referenced with other documents.



Other smartphone apps like TurboScan and Scanner Pro make it possible to capture images and documents with your smartphone camera.

