

Sustainability

Our Commitment to a Paperless Office

The Hambleton Partnership 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. All reasonable attempts to attain a full paperless office will be carried out by the Hambleton Partnership. To this end we hope to persuade our clients to use a 'mark-up, scan and email' approach 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 electronically to agreed 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.

Recycling

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

The Paperless Office

- We don't subscribe to paper-based newspapers and magazines.
- Wherever possible, proposals are submitted by e-mail.
- We download software and don't request physical media.

Energy Conservation

- 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.