



CROWBERRY CONSULTING

Environment, Ethics and Corporate
Responsibility Management

How Green is Your Office?

Half day workshop delivered at your premises *

Do you work in a typical office and want to learn how you can be greener at work? How can your company begin to green its supply chain and reduce costs from energy, water and waste bills? Learn how to enhance your environmental credentials and add brand value by engaging on the green agenda.

Course Content

- **Heating**—Boilers, air conditioning systems
- **Lighting**—interior and exterior
- **Transport**—reduce costs by reviewing strategies
- **Office suppliers**—paper, computers, office stationery
- **Water use**—office consumption

Benefits

- Reduce your operating costs
- Increase staff awareness of environmental issues in the office
- Understand environmental legislation for office procedures
- Signposting energy efficient office equipment

Requirements

We require that you have some knowledge on the spending your company currently has in these areas, to allow you to benchmark for good practice and future savings. This information is usually found on utility bills and invoices, which can be brought along to the workshop.

This workshop will be of value if your company is currently facing supply chain pressure to become green, or your customers and employees are asking you to take action on the green agenda.

What previous delegates have said about this workshop:

“Very practical appreciation of quick wins for a green office”

“Our business unit is working towards a greener office so it’s good to be aware of what’s out there to see if we can do more”

“It gives simple examples of how to be more environmentally friendly and reduce costs”

Did you know:

- A good practice office produces less than 200kg of waste per staff member per year.
- Most offices find they can reduce their waste costs by around 20% through no-cost and low cost measures.
- Leaky taps can cost your business up to £700 per year.
- Waste costs UK industry at least £15 billion per year with waste typically representing 1% of a companies turnover.
- Switching off your computers at night can cut your electricity bill by almost £90 a year per computer.

All delegates will receive a certificate of participation and a copy of the workshop.

Web: www.crowberryconsulting.com

Email: customerservices@crowberryconsulting.com

Tel: 01257 231171

DELEGATE 1

Mr/Mrs/Miss/Ms/Dr (Please complete as required)

Organisation

Job Title

Address

.....

.....

Postcode Telephone

Fax Email

DELEGATE 2

Mr/Mrs/Miss/Ms/Dr Job Title

PRICES

Delegate Rates

Number of Delegates

Standard Rate £250 plus VAT = £300.00

TOTAL

HOW TO PAY

Invoice

Attach purchase order if required

Cheque Enclosed

GBP (£) made payable to Crowberry Consulting Ltd

Bank Transfer Payments should be remitted to: Natwest Bank, 46 Market Street, Chorley **Account Name** Crowberry Consulting Ltd **Account Number** 20638361 **Sort Code** 01-01-94 If you opt to pay by BACS please send a copy of this form along with a copy of your bank transfer to Crowberry Consulting Ltd.

I have read the cancellation policy and agree with the terms and conditions.

Signature

HOW TO REGISTER

Please contact us to discuss venue options, dates and any other requirements you may have.

Online: www.crowberryconsulting.com Email: customerservices@crowberryconsulting.com

Post: Crowberry Consulting Ltd. Chorley Business and Technology Centre, East Terrace, Euxton Lane, Chorley, Lancashire, PR7 6TE.

Group discounts available. For further information on group discounts please contact Crowberry as above.

TERMS AND CONDITIONS

Booking conditions: A confirmation email will be sent 3-5 working days from receipt of your booking. An invoice will be sent within 7-10 working days. Payment must be received before the workshop date. If payment is not received, delegates will be asked to guarantee payment with a personal credit card on the day. **Cancellation/Subscriptions:** Cancellations must be made two weeks before the date of the workshop and will be charged at 10% of the invoice total. Cancellations made leading up to two weeks before the workshop will be charged at 50% of the invoice total. Cancellations made leading up to one week before the workshop will be charged the full invoice total. However you can send a substitute delegate at anytime. Cancellations and substitutions must be made in writing. **Access Requirements:** To help us ensure that all delegates attending the workshop are able to participate fully, please let us know about any requirements you have by contacting the customer service team using the above contact details. **Workshop Language:** English.

* Crowberry Consulting is flexible and can provide workshops at your premises or a premises of your choice. The cost of an external venue is not included on this booking form, and is therefore an additional cost.

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