

Welcome to the Tuesday Tree Huggin' Tip!

I'm hearing great things from you all! Thank you for all the feedback and keep it comin'! Here's the latest thing you can do that will easily reduce the amount of paper we consume:

Tip 4: Send Documents Electronically

- If you have the file in electronic format already, try **e-mailing** it to everyone that needs it. If they are someone who doesn't check e-mail that often, go ahead and pick up the phone and tell them you sent it – you'll save a tree! (Or at least a small shrub.)
- If you have a hard copy of a document and need to send it to several people, **scan** it to your computer and then e-mail it. It will take a lot less time and postage than to disburse it the old-fashioned way!
- Think before you print! Do you really need to have that document in triplicate? In most cases, one copy on file is sufficient. If you are really worried that it's in a safe place, **file it electronically** in two locations (ex. the hard drive of your computer and a jump drive as back up).

Kudos to the construction department, especially **Brian Stai, Barbara Spears, and Mark Montgomery**, for sending me their executed construction contracts electronically. It makes my filing life easier and we save A LOT of paper that way.

If your office does not have a scanner, please consider making the purchase of one a part of your 2008 budget!

Yours in crunchiness,

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