



## Article Side

A bit of advice to change your Chicago office into a paper-free office by [Emilee Jaden](#)

Article published on November 29th 2011 | [Real Estate](#)

The reasons are endless why a Chicago office should reduce the amount of paper that they use, for one there is a lot of money to be saved, then there are blatant environmental benefits and also because low-tech paper is not the safest way to store private and confidential data.

So if you are about to move your company to a new Chicago office in a new location then here are some pieces of advice to make it a 21st century paperless office, as compiled by [www.office-suites.com](http://www.office-suites.com).

1) Firstly, determine where in Chicago is your closest recycling facility or service. Now that you are based in Chicago you need to know where all of the facilities are and how to get there from the office. You should also arrange a collection service, as depending on where in Chicago you are based it may be quite far to the recycling facility.

2) Next, use emails rather than paper letters. Perhaps the best way to reduce the amount of paper your office uses is to use office based computer messaging rather than traditional office letters and memos. By using this technique you will be able to reduce the money spend in the office and make your staff a lot more productive as they won't have to travel through the over when passing on letters but instead can just click on send to action an email.

3) Newspapers, magazines and marketing materials can now all be received electronically, so there is absolutely no need to have a paper copy as well. In fact, this use of paper is perhaps the most inefficient use of paper that there has ever been. This is because magazines and newspapers usually end up in the trash can anyway, so it is just like throwing money in the bin. Also by opting for a digital copy via email you can then make use of any article more easily than if you had a hard copy of them.

4) Perhaps you could try an office white board instead of post-its. Your workers all need somewhere to make the odd note and more often than not this is on a yellow post-it note but in a low paper office you could buy a whiteboard and use that instead. A whiteboard can be used and reused many times and is a good way to brainstorm with your workers and flesh out some of their ideas. Therefore if you invest in a whiteboard you will be able to save a lot of money on the wasteful usage of office paper. So if you have just took out a lease on Chicago office space from [www.office-suites.com](http://www.office-suites.com), then you should find a stationers in Chicago and buy a white board.

5) And just so you know it's not all about A4 paper, paper-free means much more. It also means using an air heater to dry your hands in the bathroom rather than paper towels and by using coffee mugs rather than paper cups. There are dozens of simple things you can do to cut back on the amount of paper you use, it could even be as simple as designating a corner of the office for the proper disposal of paper.

Not too long ago one of the firms I deal with on a regular basis relocated to a Chicago office and they made the most of the upheaval by using it as an opportunity to instil change paper usage habits. In the end the company saved quite a lot of money as their staff really got behind the initiative and supporting the new guidelines.

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a [Chicago office space](#) - Organisation is my key skill - I've come up with a host of ways to classify documents and keep important items in the correct order. I maintain strong links with clients, fill out paperwork and make sure the business runs as smoothly as possible. I believe it's important to build a strong base first so that any enterprise can prosper in the market.

Article Keywords:

Chicago office space, Lease Chicago Office Space, Rent Chicago Office Suites, office suites, executive suites

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