



## Article Side

The best ways to change your Seattle office into a paperless office by [Kiya Mateo](#)

Article published on December 20th 2011 | [Real Estate](#)

There are several reasons why a Seattle office should cut back, for one the blatant environmental benefits, then the amount of money you can save and also because paper is not always the safest way to hold confidential and private data.

So for a firm that is relocating to offices in Seattle then here are some top tips to make that office a modern, 21st century, paper-free office; created in collaboration with [www.executiveofficespace.net](http://www.executiveofficespace.net).

1) Firstly, find out where the closer Seattle recycling facility is. As a manager you need to work out where the recycling facility is and which way to get there from the office. You should also look into organising a collection service, as depending on where in Seattle you are based it usually is a long drive to the recycling facility/plant.

2) Secondly, try using emails rather than paper and pencil messages. 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 employees a lot more efficient and productive as they will no longer have to travel to office when passing a memo or letter but rather they can just click a button to send an email.

3) The morning papers, journals and marketing materials can now be received via email, so there is no need to have paper copies. In fact, this use of paper is one of the most wasteful and inefficient uses of paper that there is. What I mean is that over 80 percent of time magazines will undoubtedly end up in the garbage bin, so if that is the case then it is just a giant waste of paper. Also if you subscribe to a magazine online you can then make use of articles in presentations or reports more easily than if you had a hard copy.

4) Use an office white board for making notes. Your workers all need somewhere to make the odd note and more often than not this is on a post-it note that is lying around on the desk but in a modern office a few whiteboards would be a much better option. 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. As a result a whiteboard is a great way to cut back and minimise the sheets of paper that are used in your office. So if you have just took out a lease on Seattle Office Space from [www.executiveofficespace.net](http://www.executiveofficespace.net), then go to the nearest stationary shop for a white board.

5) And just so you know it's not all about A4 paper, paper-free means much more. It may also mean using an air hand-dryer in the toilet instead of paper towels and by replacing paper throw away cups with real and reusable mugs. There is an endless list of things to do to reduce the consumption of paper, it could even be as simple as designating a corner of the office for the proper disposal of paper.

Quite recently one of our associative firms made the move to a Seattle office and they really made the most of the change to implement new procedures regarding the use of paper. In the end the company saved quite a lot of money as their staff really got behind the initiative and supporting the new guidelines.

Article Source:

<http://www.articleside.com/real-estate-articles/the-best-ways-to-change-your-seattle-office-into-a->

[Kiya Mateo](#) - About Author:

a [Seattle Office Space](#) - Writing has always been my passion and this has led to a fulfilling career path for me. I am highly skilled at all aspects of technical writing as well as crafting creative content. I have gained experience writing for pleasure prior to my current position.

Article Keywords:

Seattle Office Space, Executive Suites In Seattle, Office Space Seattle Washington, Serviced offices in Seattle

You can find more [free articles](#) on [Article Side](#). Sign up today and share your knowledge to the community! It is completely FREE!