

ACCOUNTING

SUSTAINABLE PRACTICES	Completed?	COMMENTS
1 Track the production's environmental impact using an accepted methodology (i.e., PEAR or albert).		
2 Reduce printing by only printing when necessary and by printing double sided. Set all printers to default to double sided printing.		
3 Use paperless software solutions for digital distribution.		
4 Inquire with Payroll Company about paperless/digital start paperwork and purchase order systems		
5 Recycle Paper and Toner Cartridges.		
6 Search for new green vendors at GreenProductionGuide.com .		