

Environmental Policy for Papershrink 2009

Papershrink are document scanning specialists for the UK marketplace. Our principle activities include the scanning of paper and its disposal and the collection of paperwork to and from clients using a third party company.

- We attach maximum importance to matters concerning the environment. Our policy is to meet and, where practical to exceed all relevant regulatory requirements and to minimise any adverse environmental effects caused as a result of our activities or products.
- We will continually assess the environmental impact of our operations and, through minimising the use of materials and resources we will reduce our wastage to the lowest practical level.
- Consideration will always be given to the environmental effects of our materials sourcing and wherever possible we will use materials that can be recycled.
- Through strategic planning we will minimise the environmental effect of new developments and aim to include environmental considerations in investment decisions.
- Employee involvement in environmental matters is encouraged at all levels and will be promoted through communications, training and a constant reappraisal of working methods and techniques.
- We will provide the setting of objectives and targets and it is our aim to secure continual improvement in environmental performance.
- The Board of Directors are committed to the implementation of this policy and will give full backing to all those authorised to carry it out
- Papershrink have agreed to work with the charity, World Forests to help companies to pledge to use less paper.
<http://www.shrinkpaper.org>

Papershrink Ltd

Archive scanning
On-going scanning
Paperless Systems:
Online and offline
Consultancy

✉ scanning@papershrink.co.uk
☎ 01733 394 269

"...I have found ...
Papershrink Limited, to be
totally reliable, efficient and
cost effective."
-Tony Betts, Marcus Brook
Financial Services, Loughton

"It has been a pleasure doing
business with you."
-Amanda Hale, South
Yorkshire Housing
Association, Sheffield



Why use Papershrink?

- We work to BSI-BIP0008:2004 (Standard on Admissibility and Evidential Weight of Information Stored Electronically) which dictates all our procedures and ensures high quality results.
- We use the latest Kodak Technology for top quality images.
- We offer 24/7 secure premises and will sign a non-disclosure agreement if need be.
- We have many happy clients, any of whom you are welcome to speak to.

Papershrink Guarantees

- We guarantee our accuracy will be at 99.5% or higher or we will re-scan at no charge.
- We guarantee that we will upload scanned files to the relevant web server within 72 hours of receiving the files.
- We guarantee that we will not destroy any original paperwork unless we have your written approval (received via post, fax or e-mail).
- We guarantee that all destruction of paperwork will be done securely and that a certificate of destruction will be issued.



Visit Papershrink to view our [secure destruction page](#)

Call us and see how we can help you conform to your environmental policies **0844 414 0650**

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