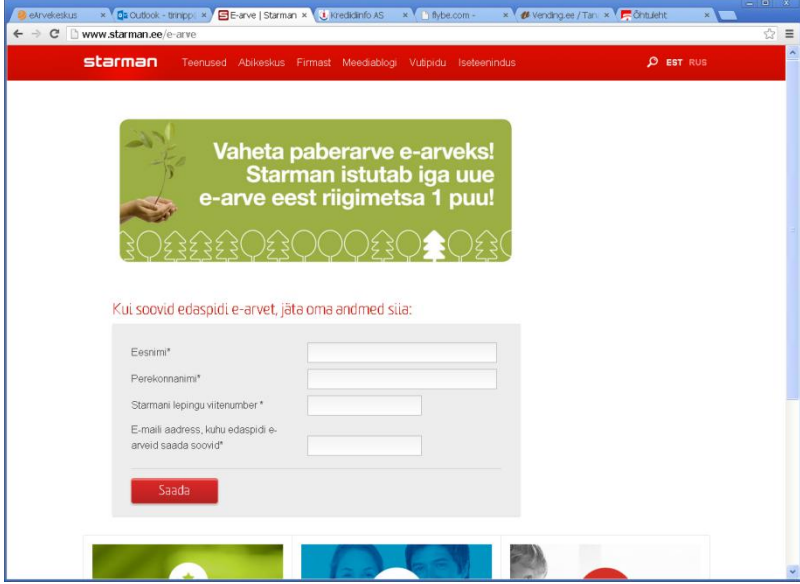


Good practices in the Green Office tutoring process

Good practice title	Campaign – Paper-free invoices
Good practice photo(s)	
Name of Office	AS Starman
Type of Office (sector)	Cable services, data communication
Website	www.starman.ee
Country	Estonia
Tutor name	Karin Kilk
Environmental aspect/management aspect	Paper use, waste, transport, CO ₂ emissions, environmental communication
Description of good practice (max 250 characters), including the aim of the activity; indicator(s); used measures and tools; results and	<p>In 2013 Starman planted one tree in the state forest for every client that chose to receive electronic invoices instead of paper invoices.</p> <p>The aim of the good practice is to save paper and to reduce the ecological footprint.</p> <p>The indicators are the number of people that gave up paper invoices for electronic ones during the campaign and reduction in paper use.</p>

achievements; communication related activities.	To implement the good practice, a cost was established for sending paper invoices. The clients were informed of the possibility to receive electronic invoices (free of charge) instead of paper invoices. As a result, 14% of the clients switched to electronic invoices.
Cost/payback period	
Challenges in implementation	Changing peoples' behavior.
Replicability (yes/no)	