



Martin H. Chan, P.C. Green Office Initiative

Here are the steps that Martin H. Chan, P.C. has taken in the **Green Office Initiative**.

1. We started paperless storage in 2003. We store all documents digitally instead of making paper copies.
2. We use recycled paper with a high percentage of post-consumer content and the minimum of chlorine bleaching.
3. We print on both sides or use the back side of old documents for faxes, scrap paper, or drafts.
4. We offer options for employees to telecommute and customers to receive remote support through telephone, email, instant messaging, video conferencing, and other innovative online workflow tools.
5. We recycle papers, plastic and metal. We also recycle used computers, printers, toners, and other electronic peripherals.

How you can participate in our **Green Office Initiative**:

1. Ask us for digital copies, i.e. pdf files, instead of paper copies.
2. Ask us to setup online meeting instead of onsite meeting.
3. Use our online paperless tax and accounting services tools.