


Worksheet:

How much can you **save** by going paper free?



How many jobs do you do per week overall? _____

How many sheets of paper per job? _____

Standard cost of one sheet of paper _____

£0.01

Calculate: (jobs x sheets of paper) x cost of one sheet of paper

Total paper costs: _____

Standard cost of ink per sheet _____

£0.12

Calculate: (total sheets x cost of ink)

Total ink costs: _____

How long does it take to create, print, check and hand job sheets out to mobile workers?
(We estimate 3 minutes per sheet of paper) _____

How long does it take to check and manually key in information from the completed job sheets?
(We estimate 4 minutes per sheet of paper) _____

How much per hour are admin staff paid? _____

Calculate: (distributing time + processing time / 60) x hourly cost of admin

Total admin costs: _____

Total costs:

Total paper costs + total ink costs + total admin costs = total spending on paper **per week** _____

Per month (week x 4) _____

Per year (month x 12) _____