

Couriers & Post

Identify Requirement

- Identify the firm's postage requirements. What volume of mail is the firm sending out? What is its destination? What type of delivery method is being used?
- Can you consolidate delivery vehicle frequency to your office(s) and also reduce the cost of postal services? One collection a day on a next day service will reduce carbon emissions and is likely to reduce expenditure.
- Can you send invoices, statements or letters by email instead?
- Can lightweight urgent post be sent by a bicycle courier instead of using a motorised vehicle?
- Regularly update your records for professional subscriptions journals. This will reduce the amount of junk mail and magazines sent to the business for personnel that may have left.
- Consider the packaging materials used for your post. Can you source more environmentally friendly alternatives?

Plan

- Once you have analysed your postal usage and delivery method you can start to plan your strategy to reduce the environmental impact and cost.
- Reduce unnecessary packaging. If you are currently sending out lots of C4 envelopes encourage your business to fold the A4 in half and put in a C5 envelope, thereby reducing paper usage and costs.
- Try to limit the number of suppliers you use, thereby reducing the vehicles travelling to and from your premises.
- Assess your couriers' carbon footprint - do they use low emissions vehicles and distribution systems?
- Use a same day supplier located in close proximity to your office so they do not have to travel far to collect mail. Can you share a supplier with a neighbouring firm?

Select

- Does the supplier have good sustainability credentials with targets to reduce its emissions?
- Is sustainability awareness within the company culture? Request case studies to demonstrate policies in practice.
- Are its premises environmentally efficient and run in a sustainable manner? Do they help to offset their carbon emissions by being greener in other areas of their business?
- What types of vehicles are used by your supplier? Are they more efficient than those used by competitors?
- Do they offer a low carbon alternative mode of transportation to deliver post?
- Does the supplier offer a variety of services to help you reduce your environmental impact? Is the firm proactive in providing solutions to reduce emissions?

Manage

- Set annual targets to achieve improvements in environmental KPIs.
- Ensure suppliers are complying with their stated sustainability policies.
- Regularly analyse postal patterns and the frequency of journeys to further improve the efficiency of your postal services.
- Encourage suppliers to provide you with regular updates on developments in the industry that may facilitate ongoing improvements in the delivery process.