

Green Irene Green Office Makeover

As small business owners, we all want some of the same things—satisfied customers, motivated healthy employees, **reduced expenses** and **increased profits**. Your local Green Irene Eco-Consultant will walk through your office, talk with you and any employees you designate, and **start you on the path** to greening your office and business practices. Your local Green Irene consultant will then present a set of recommendations and concrete steps (including a written action plan) that you and your team can implement at your own pace, either on your own or with further consulting assistance. In the Green Office Makeover, our number one priority is to help you make your office a more **efficient** and **healthy** place to work. **Green your office today and start saving money tomorrow!**

Green Office Makeover Topics include:

- Energy conservation and efficiency
- Energy efficient lighting replacements
- Water conservation and water purity
- Improving indoor air quality
- Creating a toxic-free workplace
- Recycling and waste reduction strategies
- Green purchasing strategies, including electricity from renewable sources
- Sustainable travel and transportation options
- Tax credits, rebates and other financial incentives

Your Green Office Makeover includes a consultation and evaluation at your office, presentation of the Green Irene findings and recommendations (during the same visit), phone and email follow-up with your local Eco-Consultant and a three-month membership to “Ask Green Irene”. This gives you access to our private green office database and free email support from our central Green Irene Research Team. Your local Eco-Consultant is also available to give a GO GREEN workshop to your employees about greening their homes.

We'll Show You How Much Green Practices Can Save

Your Green Irene Eco-Consultant comes armed with tools that illustrate the specific dollar savings available throughout your office by adopting green practices. Are you interested in more energy efficient lighting but concerned about the upfront cost? Your Eco-Consultant can show you how quickly that investment can pay off. Wondering how much a specific device costs to run each year? Our Kill-A-Watt tool may help you make better technology choices. Your electrical devices are hard at work, even when you are not, and use energy constantly. Your local Green Irene will show you tools to reduce this “phantom” energy use. Some simple changes to the technology you currently use, and how you use it, will make a big impact on your electric bill. For example, a free software download will save you up to \$80 annually per PC. The savings from that one idea can pay for the whole consultation.



Energy Savings is Just the Start of our Approach to Going Green

In the United States, an estimated \$60 billion a year is lost in worker productivity due to unhealthy work environments. The Green Office Makeover considers ways to reduce common workplace toxins and improve indoor air quality for your employees. Your employees will appreciate the attention you are giving to their work environment. Healthy employees are more productive and this directly impacts your bottom line.

We have all heard the mantra, "Reduce, Reuse, Recycle". For a small business owner with an eye on the bottom line and your company's environmental

footprint, you will

appreciate the value of a waste audit, a paper reduction policy, properly disposing of electronic waste and the creation of an office "reuse" center.

Your Green Irene will offer advice on steps you can

take to reduce the waste in your office. Our ideas on how to green your meetings will make participants feel like their work practices are consistent with their home values.

Our Recommendations Report will also introduce products, which we offer for sale through an online catalog. You will want to consider incorporating some of these to help in your efforts to green your office. Your Green Irene will also be able to refer you to other qualified green professionals in your area as part of our Sustainable Contractors Network.

Take Your First Steps to Go Green and Have a Plan to Keep Making Progress

A Green Office Makeover requires a relatively small commitment of time and money. In return, you are making a strong initial commitment to yourself and your employees to provide a less wasteful and healthier office environment. What a great message that sends to your customers, your community and your current and future employees. While many companies want to say they are "green", you will have actually taken the *first steps*. Green Irene will recognize this effort with a certificate and website decal.

A Green Office Makeover will start you on the path to greening your office and business practices.

For small businesses owners with 10 or fewer employees at one location, our two-hour Green Office Makeover is \$250. Larger offices, with up to 50 employees, require a half-day consultation for which we charge \$450. The

Green Office Makeover includes phone and email follow up from your local Green Irene, your customized Green Irene Recommendation Report, and a three-month commitment from Green Irene to help you on your path to sustainability with our "Ask Green Irene" membership.

Contact your local Green Irene Eco-Consultant today to schedule this onsite consultation service. Our mission is to green the world, one office at a time. Let us start with yours!

About Green Irene

Green Irene will lead your co-workers and family to a healthier, safer and more sustainable lifestyle and save you money, energy, and water with our consulting services and green home and green office products.

• **Green Office Makeovers** • **Green Home Makeovers** • **GO GREEN Workshops** • **"Ask Green Irene" Research Services**

Your Local Green Irene Eco-Consultant

Green Irene LLC
sales@greenirene.com
(888) 212-GREEN

Green Irene eco-consulting services and Green Irene-recommended green office products are provided by independent authorized Green Irene Eco-Consultants

Green Irene LLC
Greening Our World, One Home (and Office) At a TimeSM



Ask Green Irene Database and Research Support

On the path to a greener, more sustainable business or lifestyle, you will inevitably have many questions. New green products and solutions arise every day. The amount of information about going green is overwhelming and often conflicting. You could spend hours researching each product and question, but that approach will quickly become an all-consuming hobby. Who can you trust to provide the best, and most up-to-date, information about greening your home or office? Your local Green Irene Eco-Consultant is the **knowledgeable green friend** you have been wishing for. Your local Eco-Consultant is fully supported by Green Irene HQ staff of green research professionals. Researching all those questions, and getting you the right solution, is their full-time job (Some consider it their dream job!)

What is Ask Green Irene?

At Green Irene we quickly realized that many of us are asking the same green questions. What is the best type of HVAC air filter for a family with allergies? What type of paint should I use in my baby's nursery? How can I green my vacation or business travel? Can I get any tax credits for adding green home improvements? Can I buy wind power from my current utility? How can I stop all these unwanted paper catalogs?

At Green Irene LLC, finding green solutions is our full-time job. When you have questions about greening your world, don't spend hours researching. Let Ask Green Irene do the work!

What are the toxins in my cosmetics? I am buying a new mattress. Should I worry about the toxins in the new memory foam ones? At Green Irene, we have established a green database with answers to many questions such as these. Our researchers add new thoughtful and insightful solutions each day. As an Ask Green Irene member, you have access to this private, password protected green database and to our team of green researchers as well. If you can't find the answer you are looking for, all you have to do is submit your question and our team will get you a prompt response. If we don't know the answer, we will invest the time to solve it for you at no additional cost.

Sample pages from www.AskGreenIrene.com



Ask Green Irene doesn't just answer your questions. We give you links to articles on relevant topics, and provide calculators to figure out the specific savings green steps will bring to your home and office. Green Irene Guides are expertly written on an evolving array of the most important Green Home and Green Office topics. We have researched the products that will help you green every aspect of your life, whether we sell it or not. **Green Irene-recommended products** are offered for sale in person, from your local Eco-Consultant, or through their online catalog.

How do I become a Member of Ask Green Irene?

A three-month Ask Green Irene Membership is a benefit you automatically receive when your local Green Irene Eco-Consultant performs a Green Home Makeover or Green Office Makeover. At the end of your trial period you have the opportunity to renew your membership through the catalog on your Eco-Consultant's website.

At the conclusion of a Green Home or Office Makeover, your Eco-Consultant provides you with a wealth of information. Your **Green Makeover Report** outlines specific steps you can take in your home, or office, to save money, save energy, save water and live a healthier life. Your Eco-Consultant will offer you **Green Irene Guides** to various green topics, referrals to other qualified green professionals in your area, and an introduction to Green Irene-recommended products. Your consultant will provide follow up by phone and email.

Even with all this information, we know you will continue to have questions along your path to greening your life. The breadth of the support Green Irene provides is what makes Ask Green Irene such a valuable part of your Green Home Makeover or Green Office Makeover.

About Green Irene

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Features of Ask Green Irene

- BROWSE answers by CATEGORY (e.g. Water Conservation)
- Answers may include attachments, links to videos, URL links
- You have the opportunity to RATE how well the response answered your question (this helps the database rank what answers are presented)
- You are able to see "Users who viewed this answer also have viewed" to help you select the most useful response
- You may see a list of "related searches"
- You will see a list of the most popular answers
- You will be able to have Ask Green Irene email you automatically when a specific answer is updated
- If you are not able to find an answer to your question, there is a submit question form to fill out to "Ask Green Irene". Your question will be routed to our Green Researchers. Your question and the response will be tracked in the "My Green Stuff" section of the website.

We know you have green questions. Now, you know we have green answers!

No need to spend hours searching Google and wading thru green blogs to find (conflicting) answers to your green questions. Your membership with Ask Green Irene makes it easier to move your family or co-workers along the path to a sustainable, greener life. Green Irene and your local Eco-Consultant are with you for the journey.