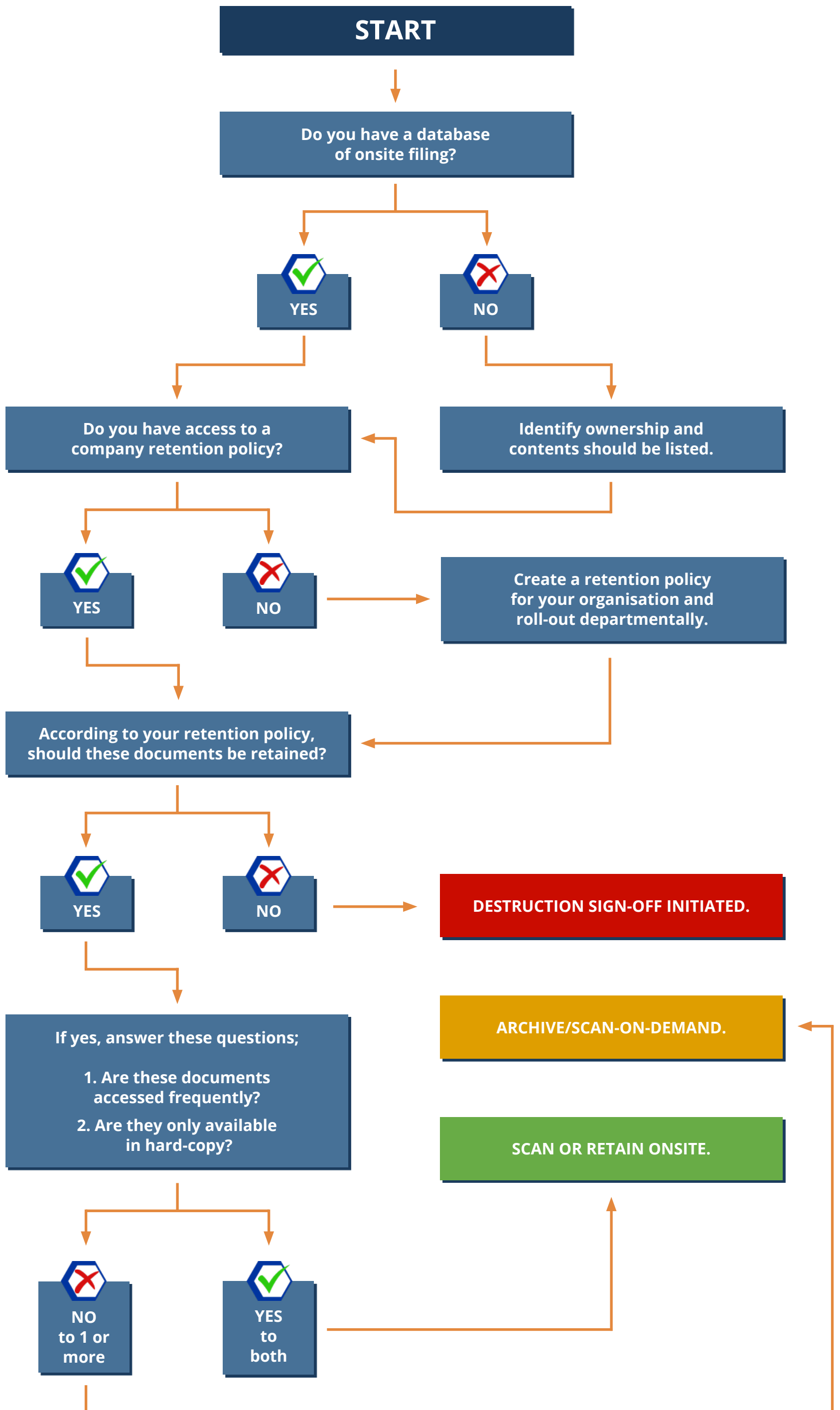


# QUESTIONS TO ASK TO REDUCE YOUR FILING FOOTPRINT

ClearSpace Group's consultants have devised this simple yet effective infographic to help your organisation to compliantly reduce your onsite paperwork. Most organisations we work with are storing documentation onsite unnecessarily.

This occupies valuable floorspace and causes compliance issues. It is essential you empower your workers with the tools they need to maintain lower levels of filing, and to do that, they need to know where to start.

This infographic will help you to identify potential actions for hard-copy documents owned by your teams to help you work towards a paperless office without scanning everything.



ClearSpace Group provides workplace consultancy services that enable organisations to free-up floor space, reduce office footprint and sustain hybrid working for the long term.

To find out more about how we can help you to get started, speak to one of our Workplace consultants.

**GET IN TOUCH**