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The Small Business Playbook



U.S. CHAMBER OF COMMERCE



Small Business Nation
A Project of The U.S. Chamber of Commerce

Section Five

Keeping your office costs down

Unnecessary office expenses can quickly cut into your business profits. Thankfully, it's easy to cut costs without cutting corners (and aggravating your employees). [Here are some simple ways to save money while maintaining a positive office experience.](#)



Power down whenever possible

To reduce your electricity bill, turn off everything you can when you leave the office at night. That goes for lights, printers, copiers, fax machines, and even coffee pots! Some computers will function better if you simply let them go into a “sleep” or “hibernate” mode, but others can be safely shut down. Taking these extra measures can save you up to a third on your annual electricity expenses.

Use energy-efficient lighting

Several options may make sense for your office:

Compact fluorescent lamps (CFLs) are curly versions of the long tube fluorescent lights common in many office spaces. CFLs use considerably less electricity than traditional incandescents and typically pay for themselves in less than nine months.

The light-emitting diode (LED) is one of today's most popular lighting alternatives. Recessed downlights using LED bulbs are perfect for office and commercial settings and can significantly cut down on your power bill.

Occupancy sensors can save you money no matter what type of lighting you have installed, while providing a tremendous amount of convenience. For these sensors to be effective, though, they must be located where they can reliably detect activity, so make sure they'll work in your office space before investing in them.

Limit maintenance services

Daily office cleaning, like daily housekeeping, is ultimately a luxury. Employees generally aren't so busy that they can't empty their own trash or clean their own dishes. Having cleaners come through weekly instead of daily is a good compromise, letting you save money without cutting maintenance services completely.

Let employees work remotely

Obviously if you've acquired office space, you intend for workers to work there. But allowing your employees to log in from home for a few days a week can save you a lot of money in energy, janitorial, and other operational expenses.

Track your inventory

As you get situated in your new office, your initial inventory of supplies will start to diminish. Closely tracking inventory levels is an essential step in running an efficient office—printers should be full of paper and ink so important documents can be printed at any time, and envelopes should be available whenever somebody needs to send a letter out ASAP. The right approach isn't to “over purchase”—which just results in clutter—but to buy the right volume at the right time.

Visibility Can Lead To Cost Reduction

If you plan to have multiple employees making purchases for your business, you'll need analytics on what your team is spending so you can reconcile purchases on a regular basis and keep your budget in check.

Amazon Business provides a suite of analytical tools that streamline reconciliation, ensure accuracy in reporting, and give account administrators visibility into the team's purchasing.

Getting started with Amazon Business is easy. To register for a free account, visit www.amazon.com/officeguide.

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