

# Carbon Reduction Plan Template

Supplier name: .....In Form Solutions LTD

Publication Date: 09.06.2026

## Commitment to achieving Net Zero

In-Form Solutions Ltd is committed to achieving Net Zero emissions by 2050.

## Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

<b>Baseline Year: April 2019 to March 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<b>We have not previously reported or recorded emissions.</b> <b>We have created this baseline from 2019 to 2021, due to the pandemic, we felt it was not a realistic time frame to use the last year.</b>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>49,350 (20,630 miles)</b>
<b>Scope 2</b>	<b>0 (managed office at Lichfield District Council , WS13 6YY)</b> <b>We are part of a service office complex, which includes rent including heat/light. We are putting pressure on landlords in order to obtain this information.</b>
<b>Scope 3</b>	<b>0 (we are a small organisation, most of the staff work on a hybrid system and the office is only capable of hosting 5 desks, so not more than 5 will be using the office at any one time.</b> <b>The office is a serviced office, any waste will be collected by the cleaner and disposed of through council waste.</b>

	<p><b>Printer cartridges are recycled through college, there is a recycle box available for these.</b></p> <p><b>We encourage staff to walk to work, where possible or use public transport</b></p> <p><b>We use Environmentally friendly suppliers.</b></p>
<b>Total Emissions</b>	<b>49,350</b>

<b>Reporting Year: 2023 (1<sup>st</sup> September 2022 to August 2023) year of reporting</b>	
<b>EMISSIONS</b>	TOTAL (tCO <sub>2</sub> e)
<b>Scope 1</b>	16.82 (1568 miles & 1 flight & 1 train )
<b>Scope 2</b>	<p>0 (managed office at Lichfield Business Hub, District council House, Frog Lane, Lichfield, WS13 6YY)</p> <p>We are part of a serviced office, which includes rent including heat/light. We are putting pressure on landlords in order to obtain this information.</p> <p>These include emissions released into the atmosphere associated with your consumption of purchased electricity, heat, steam and cooling. These are indirect emissions that are a consequence of your organisation's activities, but which occur at sources you do not own or control.</p>
<b>Scope 3 (Included Sources)</b>	<p>0 (we are a small organisation, only 5 staff use office on an ad hoc basis, not all at same time) the office is a serviced office, any waste will be collected by the cleaner and disposed of through college, spilt into recyclable and non recyclable waste</p> <p>printer cartridges are recycled through a charity organisation we have partnered with</p>
<b>Total Emissions</b>	<b>16.82</b>

## Current Emissions Reporting

Reporting Year: 2024 (1 <sup>st</sup> September 2023 to August 2024) year of reporting	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	2.2783 tonnes (2762 miles & 2 flight & 4 train )
Scope 2	<p>0 (managed office at Lichfield Business Hub, District council House, Frog Lane, Lichfield, WS13 6YY)</p> <p>We are part of a serviced office, which includes rent including heat/light. We are putting pressure on landlords in order to obtain this information.</p> <p>These include emissions released into the atmosphere associated with your consumption of purchased electricity, heat, steam and cooling. These are indirect emissions that are a consequence of your organisation's activities, but which occur at sources you do not own or control.</p>
Scope 3 (Included Sources)	<p>0 (we are a small organisation, only 5 staff use office on an ad hoc basis, not all at same time) the office is a serviced office, any waste will be collected by the cleaner and disposed of through Serviced office facilities, spilt into recyclable and non recyclable waste</p> <p>printer cartridges are recycled through a charity organisation we have partnered with</p>
<b>Total Emissions</b>	2,2783 tonnes

Reporting Year: 2024 (1 <sup>st</sup> September 2024 to August 2025) year of reporting	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	<p>0.61 tonnes (2762 miles &amp; 2 flight &amp; 6 trains )</p> <p>Electric cars used</p>

<b>Scope 2</b>	<p>0 (managed office at Lichfield Business Hub, District council House, Frog Lane, Lichfield, WS13 6YY)</p> <p>We are part of a serviced office, which includes rent including heat/light. We are putting pressure on landlords in order to obtain this information.</p> <p>These include emissions released into the atmosphere associated with your consumption of purchased electricity, heat, steam and cooling. These are indirect emissions that are a consequence of your organisation's activities, but which occur at sources you do not own or control.</p>
<b>Scope 3 (Included Sources)</b>	<p>0 (we are a small organisation, only 5 staff use office on an ad hoc basis, not all at same time) the office is a serviced office, any waste will be collected by the cleaner and disposed of through Serviced office facilities, spilt into recyclable and non recyclable waste</p> <p>printer cartridges are recycled through a charity organisation we have partnered with</p>
<b>Total Emissions</b>	<p>0.61 tonnes</p>

## Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Encourage staff to use reusable coffee cups instead of disposable coffee cups.

Using carafe of tap water at meetings instead of bottled water.

Encouraging staff to walk to work (where possible) instead of using car

Look to train staff about sustainability

Making sure staff are aware of conserving energy in the workplace

Sensored lighting in office

Company Cars are Electric

We project that carbon emissions will decrease over the next five years to 800 tCO<sub>2</sub>e by 2035. This is a reduction of 20%

Although we currently use Teams for all of our meetings, we can see as business improves, there may need be the need to travel, but will where possible encourage Teams meetings. Most staff members are able to walk to work from home and do.

## **Carbon Reduction Projects**

### **Completed Carbon Reduction Initiatives**

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to 16.82 tCO<sub>2</sub>e, a 0%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract.

We have now introduced this measure and will aim to reduce this over the next year.

In the future we hope to implement further measures such as:

- Implementation of ISO14001, accredited in 2022, and audited in 2023,2024 & 2025.
- Involvement with local council to sponsor bio diversity in local parks and waterways.
- Provided a green space in our working environment.
- Order stationery supplies from low carbon foot print suppliers, and limited packaging.
- Use local suppliers where possible.

## **Declaration and Sign Off**

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup><https://ghgprotocol.org/standards/scope-3-standard>

**Signed on behalf of the Supplier:**

A handwritten signature in black ink, appearing to be 'J. de A.', written in a cursive style.

Date: 11<sup>th</sup> June 2026