

Sample BoardBook Attachment

STRATEGIC PLAN

Computerized documents and filing systems—

Several WasteWi\$e partners have placed phone directories, human resources documents, and corporate policy manuals on line to avoid constantly updating paper versions. Others are using electronic filing systems to reduce the amount of paper copies made in the office.

Electronic data interchange (EDI)—EDI is the electronic transfer of business information in a structured format from one computer to another. It is a high-speed method of electronically communicating large volumes of data without the use of paper. For example, rather than sending paper purchase orders and invoices through the mail, WasteWi\$e partners are investing in EDI to carry out these transactions electronically.

CD-ROM and other interactive tools—

CD-ROMs have enabled WasteWi\$e partners to store vast quantities of information, much more than would fit on an ordinary floppy disk, in an easy-to-use, interactive format.