Launch communications

How to use this document

Use this content to send an email to staff or develop a newsletter or create an internet news item. \*Please edit as you see fit when you see the asterix. Top tips appear *Where you see italics*.

When to use this document

This content is to be used for your launch communications.

Where to use this document

Use this document as a basis for an email, newsletter or internal news item. This content is to be used for your launch communications.

Why use this document?

It is important to tell staff why you are doing this and how. It is also important to get a quote from senior management.

Don’t buy it. Warp It!

Don’t waste it Warp It!

@Organisation name@ are implementing a new \*equipment/furniture/resource\*  reuse and management system called Warp It.

Warp It makes it very easy for staff in @Organisation name@ to get give or loan\* surplus items to other staff. [If items are not required within @Organisation name@ they can be passed onto partner organisations.]\*

[Insert name] leads on the Warp It implementation. S/he said. “This is all about saving you time and money and being smarter with our resources. In the current climate we need to think innovatively and do things a bit different. Staff can now procure 2nd hand for free instead of new!

[Insert name]  said “We are doing this to

* Stop the unnecessary purchase of new equipment
* Reduce waste and disposal costs
* Reduce procurement spend in your department
* Reduce reliance on storage areas
* Reduce waste

By matching donors to recipients we will reduce procurement costs and also waste disposal costs.”

*Top tip: Insert a picture from your estate where assets are being wasted- in a skip or stores for example. This is brave to include but has a great visual impact. Under the picture put a caption like “We are going to stop this happening!”*

Help us hit our crazy targets! We expect to save the following this year using the system

* £X
* XKG waste
* XKG CO2
* X Donated X to not for profits
* X Number of members

Other organisations just like ours are also using the system. You can see their performance [here:](http://getwarpit.com/leagues)  *(Tip Tip: Pick an organisation similar to yours in the top 10 and suggest you would like to emulate their success)*

**Insert a Testimonial:** *A quote or two with testimonials about the service will boost participation. Quote the person. Give their job role and name. You could choose a member of the implementation team to quote or you could pick a quote* [*from here*](https://www.warp-it.co.uk/clients.aspx#clients-endorse) *if you wish.*

**Insert backing from the top:**

*Insert a quote from a senior manager or board member who supports the savings that the system is bringing.  A photo is even better. Get them to tell staff why they should participate and how this links to the bigger strategy.*

**What do we want you to do?**

So, if you have an item that is taking up space that you do not need, put it on Warp It. Or if you are looking for an item check Warp It before you buy new!

What items can be reused through Warp It?\* DELETE AS APPROPRIATE

Mostly reusable furniture, electrical equipment, fixtures and fittings, office consumables (such as stationery and ink jet cartridges), lab equipment, supplies and medical equipment- but any resource really. As long as it is legal it can be transferred.

**How do I register?**

Visit our homepage here: www.warp-it.co.uk/@INSERTORGANISATIONNAME@ . Make sure you book mark it. Hit the big green button which says ‘register’ now. Once you register you will receive further instructions. You can browse items on Warp It by hitting search button.

Learn how to add an item [here](https://www.warp-it.co.uk/training-add) (Link)

Learn how to claim an item [here](https://www.warp-it.co.uk/training-search) (Link)

If you want to know more about the system in general please visit [www.getwarpit.com](http://www.getwarpit.com) where there are examples of how the system is working well in other organisations just like ours. You can also see Frequently Asked Questions [here](https://www.warp-it.co.uk/faq.aspx) (Link)

If you have any questions about the new scheme please get in touch with @insert admin contact details@