



By Deborah Covey, Product Manager

You can help Loos eliminate as much paperwork as possible by sending in your requests via email.

Less paper equals more time. Our goal at Loos is to eliminate certain tasks we do each day, not just to eliminate paper. Eliminating duplicated, sometimes unnecessary tasks will reduce overall paper usage and ultimately create more time for essential customer service.

Of course we will still use paper in our daily activities but:

We will eliminate paper copies of documents that can be sent electronically.

- Do not print a certification and walk it to the fax machine!

We will store and send our documents in electronic form.

- Sales orders, purchase orders, pack lists and invoices are all scanned and available electronically!

We will streamline the processes of filing, retrieving, and disseminating documents.

- No more paper files means instant access to all sales documents!

You can help Loos eliminate as much paperwork as possible by sending in your requests via email. Please send attachments in .pdf format. Please think before you print.

Achieving a paperless environment will allow us to continue, expand, and improve our focus on providing the highest level of customer service in the industry at the lowest possible cost.