Warp It Internet/intranet content- draft content, please edit as you see fit.

**Content**

We use Warp It to redistribute and reuse surplus items internally [and externally]\* to our partners.

Warp It makes it very easy for staff to give get [or loan]\* surplus items to/from other staff. [If items are not required within our organisation, they can be passed onto partner organisations]\*.

We use Warp it because it helps to

* Reduce unnecessary procurement
* Reduce waste
* Save purchasing and waste disposal costs
* Helps with building clearances
* Reduce supply chain waste and carbon emissions
* Improve collaboration between staff
* Show leadership by sharing our surplus assets to partners locally and beyond

You can see our latest performance here; [www.warp-it.co.uk/[INSERTORGANISATIONNAME](http://www.warp-it.co.uk/%5bINSERTORGANISATIONNAME)]

**Easy access Training**

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

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

Warp It webinars are quick online tutorials which you can attend from your desk. See [here](https://www.warp-it.co.uk/webinars.aspx) for the next session;

**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.

**What now?**

If you have any surplus in your office get it added to the system, or if you are buying something this week search Warp It to make sure someone else does not have it spare!

**How do I register?**

Visit our homepage here: [www.warp-it.co.uk/[INSERTORGANISATIONNAME](http://www.warp-it.co.uk/%5bINSERTORGANISATIONNAME)] . Make sure you book mark it. Hit the big green button which says ‘register’ now. Once you register you will receive further instructions.

**Charity donations?**

Are you involved with a local charity, community group, faith group or club? Are you looking for office furniture or other resources for your charitable social purpose activities? Look no further! Warp It facilitates the legal and safe transfer of surplus assets to charities and social groups for free.

To sign your local community or charity group up for free visit www.warp-it.co.uk/charities.  You have to be a charity , social enterprise, community or faith group delivering a social objective to join. So sports clubs, scouts and brownies and any groups serving a social or charitable purpose can join.

**Any more questions?**

The person who leads on Warp It in our organisation is XXXXXX

If you have a question about the actual software please contact info@warp-it.co.uk

Frequently Asked Questions can be found [here](https://www.warp-it.co.uk/faq.aspx).

**Inspiration**

Other institution internal webpages you may wish to consult when building your own:

<http://www3.imperial.ac.uk/estatesfacilities/services/wasteandrecycling/faq/reuse>

<http://www.ucl.ac.uk/estates/waste/warpit/>

<http://www.ncl.ac.uk/sustainable-campus/waste/reuse/warpit.htm>

<http://www1.uwe.ac.uk/aboutus/visionandmission/sustainability/reducere-userecycle/uwewarpit.aspx>

<http://www.devon.gov.uk/furniture-and-equipment-exchange-site>