**SUPPLIER MEMO (construction)**

Dear

We are so pleased to be working with you [again]!

[Company/Companies] is committed to improving sustainability on all our productions. On this production, we are aiming to reduce our carbon footprint wherever possible and achieve albert sustainable production certification. We are looking to our partners and suppliers to share our commitment to sustainability.

We know that as a business and as individuals we need to be part of emissions reduction year on year, in order to contain global warming and preserve natural habitats. The ambition is to transition towards low-carbon production, where we have a positive rather than negative impact on our environment.

As our construction company, what you do has a big impact on our production’s footprint – the materials you use, your transport arrangements, where you source your energy, how you minimise landfill, and what you do with waste.

We are keen that all materials are recyclable and can be fully separated to be recycled - we want to avoid any materials that can’t be recycled, repurposed or re-homed. And we want to use materials made from recycled or renewable resources. Where you need to use new wood, please ensure it is FSC certified. Please be sure to use low or no-VOC paints, stains, finishes and adhesives and use leftover paint as a primer. Where possible, minimise waste from your workflow.

Please send us your environmental policy and let us know if you have made any measurable commitments to carbon reduction - what you are doing now and what you plan to do in the future.

We also want you to provide data for the materials you use for constructing our sets. Before we commit to any spend, please confirm that you will provide a list of materials (plus any certification eg FSC, and new/recycled) with quantities, such as.

* Cardboard (in weight or dimensions) – recycled %
* Glass (in weight or quantity) - recycled %
* Metal (in weight or quantity) - recycled %
* Paint (matt/gloss/water-based in litres) - recycled %
* Plastics (in weight or quantity) - recycled %
* Timber (in dimensions or spend) - recycled %

Could you let us know if you source your energy from a renewable supplier? Now isn’t a good time to switch suppliers – if you aren’t with a renewable supplier now you could consider switching in the future when market conditions are more favourable.

We very much want to encourage all our partners to join us on a path to sustainable production.

With best wishes