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Simple money saving tips for your business by [Sean Burke](#)

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In the current financial climate, it may make good business sense to try and cut the costs and expenditure of running your company. However, doing so needn't mean you have to cut corners, provide a lesser service to your clients or even penalise your staff.

An extremely simple way to save money straightaway is by asking your employees to ensure they turn off all hard drives and VDUs fully at night rather than leaving them on standby. Not only does this cut costs, it will also ensure any important updates are configured immediately when the computer is switched back on. Also, make sure lights are turned off in offices and rooms that aren't in use and if the weather isn't too cold, consider turning the heating down by a notch or two.

Another practical way to make a saving through your office equipment is by limiting your usage of printer ink by sending emails where possible rather than printed memos. If it is necessary to print something out, set your printer to "double sided" and look out for recycled printer cartridges which are normally available to buy online.

Shopping around for a new gas or electricity provider can save money "you do it for your home, so why not consider changing suppliers for your business as well? And it's not only your energy providers you can compare, try changing your caterer, stationary and cleaning services as well. It may take time and resources to make the comparisons, but the savings that may be made could well be worth it in the long term.

If you are a company which sends a lot of leaflets to customers, it may be time to trim your distribution list. Spending money printing out and posting numerous flyers and information leaflets is only of benefit to your business if you are gaining a response. Alternatively, try sending an online newsletter instead.

If you have many employees who travel extensively in their role, be it abroad or within the UK, it may be a good idea to invest in business travel insurance. This will not only protect the health and well-being of your staff when they are travelling for business purposes, but should also cover the more practical issues that may arise, such as losing a company laptop or mobile phone. All in all, there are simple savings to be made out there. And if you watch the pennies, with a bit of luck the pounds will look after themselves.

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