**Dear xxx**

[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 loan or give surplus items to other staff. [If items are not required within [Organisation name] they can be passed onto partner organisations.]\*

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!

Sign up here www.warp-it.co.uk/ORGANISATIONUSERNAME

**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](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. You can browse items on Warp It by hitting search button.

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)

Yours sincerely

[Key contact]