

01 / A customer request arrives.

Example Retail Group → Example Packaging Co. | Site A | Calendar 2025

2025 environmental information request

Please send by 15 October 2026:

Site and reporting period

Annual purchased electricity

Recycling / waste information

Scope 1 and Scope 2 emissions, if available

Approved policy and emissions target

WHAT THE SERVICE DOES

**Clarifies the scope
before collecting data.**

One site and period. Six questions.
An evidence owner and status for
every answer.

02 / Turn the request into a checklist.

Nothing becomes “complete” just because a field has been filled.

REQUEST	OWNER	STATUS
R01 Reporting site and period	Operations lead	Ready for review
R02 Annual purchased electricity	Finance / facilities	Ready for review
R03 Annual recycling / waste data	Facilities	Partial
R04 Scope 1 and Scope 2 emissions	Operations + technical reviewer	Not ready
R05 Approved environmental policy	Management	Draft only
R06 Emissions-reduction target	Management	Ready for review

3 answers are ready for client review. 3 are partial, not ready or draft-only. The final response still requires approval.

NOT A CLIENT CASE STUDY · NOT LIVE SOFTWARE

03 / Link each answer to evidence.

A reproducible record of what was checked—and what is still missing.

E02 / ELECTRICITY

120,000

kWh · 12 unique months

13 raw entries
1 duplicate excluded
9.3 MWh → 9,300 kWh

E01	Site / year	Site A, calendar 2025
E03	Waste	6.6 tonnes, Jan-Nov only
E04	GHG review	Source and method review open
E05	Policy	Draft, not adopted
E06	Targets	No approved target declared

CSV source files and status notes are included. No genuine utility invoices, signatures or client records are used.

04 / Draft an honest, reviewable response.

Prepared for management review—not submitted to a buyer.

Dear Procurement Team,

This response covers Site A for calendar 2025 [E01]. Purchased electricity was 120,000 kWh across 12 unique months [E02].

Waste records show 6.6 tonnes collected for recycling in Jan-Nov; December and destination confirmation are missing [E03].

Final Scope 1/2 figures are not available [E04]. Our policy is still a draft [E05], and no formal emissions target is approved [E06].

THE HANDOVER

**A useful answer.
Visible limitations.
Clear next actions.**

Client approval pending.

No certification or guaranteed outcome.