

# ArchiTeam Co-Operative Ltd

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## Process Guide: 10 Steps to Carbon Neutrality



[www.pangolinassociates.com](http://www.pangolinassociates.com)

[info@pangolinassociates.com](mailto:info@pangolinassociates.com)

+61 2 8005 6300

1. The participating architect (the Firm) contacts ArchiTeam who provides their membership number and Carbon Audit Practice Information form. Once the form is returned, ArchiTeam will forward it to Pangolin Associates. Pangolin identifies the band within which they fall and which discounted price applies: 1-2 staff (\$1,200 ex GST), 3-4 staff (\$1,500 ex GST), 5-6 staff (\$1,800 ex GST). The Firm agrees on the period to measure, financial or calendar year. Note that under this process, the emission calculation over this period will determine the offsets for that year and two more years unless a new assessment is required for reasons outlined in the T&Cs.
2. Pangolin emails a pre-populated Terms & Conditions document to the Firm, and Pangolin's Greenhouse Gas (GHG) Assessment Guide.
3. On receipt of the signed Terms & Conditions, Pangolin invoices an engagement fee of 30% and assigns the audit team member(s) for introduction. The audit team will then send the data collection spreadsheet to the Firm's contact, as identified on the signed Terms & Conditions. Pangolin also informs ArchiTeam that the practice has signed up.
4. The Firm collates the required data. Pangolin is available for any questions.
5. Once collated, the Firm emails a completed spreadsheet to Pangolin for calculations and report write up.
6. Pangolin emails the GHG Assessment Report to the Firm, and issues the final invoice.
7. Pangolin provides a list of available carbon credit projects with pricing. The Firm chooses a project and whether to offset the period measured, or three years up front. Pangolin will provide special pricing.
8. Once the carbon credits are purchased from Pangolin, ie invoiced and paid, Pangolin will provide a retirement link with full transparency of the Firm's identity and actions in the public registry listing. Pangolin will also email a carbon credit certificate.
9. Pangolin advises ArchiTeam of the successful project.
10. ArchiTeam sends the Firm a co-branded carbon neutrality badge. The badge can be used until the next emissions assessment is due; typically 3 years.