

SME Carbon Reporting Summary Sheet

Company Information

Company Name

Reporting Period

Prepared By

Emissions Summary

Emission Source	Scope	Annual Emissions (tCO ₂ e)
Purchased Electricity	Scope 2	
Heating & Cooling	Scope 1	
Company Vehicles	Scope 1	
Business Travel	Scope 3	
Waste Generated	Scope 3	
Total		

Key Activities & Reductions

Describe major activities impacting carbon footprint

Actions taken to reduce emissions

Comments / Notes

