

Our procurement and cost reduction service covers all business overheads, which includes but is not limited to the following products and services.

	Category	Details
Office & Facilities	Office Furniture	Complete office refurbishment to one-off items.
	Stationery Supplies	Copier paper, books & pads, desk & accessories, filing & storage, paper & envelopes, toner & cartridges.
	Office Equipment	Supply of printers, scanners, photocopiers, faxes and multi-functional devices.
	Printed Stationery	Letterheads, continuous stationery, business cards, marketing and promotional items, point of sale.
	Workwear & Laundry Services	Supply and/or laundering of uniforms, shirts, coats, trousers and floor mats.
	Waste Management	Collection of all general & hazardous waste including compacting, baling & recycling where appropriate.
	Confidential Waste & Archiving	Secure service for archiving, confidential waste disposal, paper shredding and waste recycling.
	Mailroom Services	Franking machines, de-regulated bulk mailings, direct mail and outsourced mailroom services.
	Freight and Courier Services	Parcel and goods distribution (UK and overseas).
	Transport	Vehicle purchasing, leasing, contract hire & maintenance.
	Corporate Travel	Hotels, flights, rail travel, car hire, conferences and meeting rooms.
	Fuel Cards	Provision of cards for the purchasing and administration of fuel for company vehicles.
	Washroom Services	Soap dispensers, hand dryers, hand sanitisers, sanitary disposal, vending services & air fragrancing.
	Cleaning Services	Outsourced office, workshop, warehouse & window cleaning contracts.
	Janitorial Supplies	Washroom, housekeeping, kitchen hygiene, catering, floor care & all cleaning materials.
	Fire Safety	Maintenance of fire safety equipment, alarms & extinguishers. Fire risk assessments & alarm testing.
	Electrical Testing	Five year fixed wiring tests, portable appliance testing and emergency light testing.
	Health & Safety	Consultancy, audits and software. First aid, protective clothing, medical screening and signage.
	Vending	Supply and maintenance of hot/cold beverages, confectionery and snacks.
	Water Dispensers	Provision of either bottled or point-of-use water machines, maintenance and sanitisation.
Pest Control	Routine inspections, control and elimination.	
Landscaping & Interior Plants	External grounds maintenance and landscaping. Provision and maintenance of interior plants.	
Security	CCTV installation & monitoring, manned guarding, intruder alarms and keyholding.	
Heating & Cooling	Installation, service and maintenance of heating and air conditioning.	
Telecom & IT	Fixed Line Services	Site audits to identify utilisation and redundancy. Provision of circuits. Tendering of calls, charges and connectivity including ongoing monitoring and reporting.
	Hosting & Internet Services	Hosting of servers, web applications and websites. Internet connectivity and broadband provision.
	Inbound Call Services	Provision of 0800, 0845, 09... (01, 02) numbers. IVR (automated call handling) services.
	IT Hardware Procurement and Secure Disposal	Provision of desktops, laptops, servers and IT accessories Together with WEEE compliant disposal and destruction.
	IT Outsourcing	Provision of comprehensive and cost effective IT support services.
	Mobile Communication	Tariff analysis, mobile data applications. Provision of mobile equipment, car kits and accessories.
	Networking	Wide and local area networks for the provision of data & voice connectivity, as well as wi-fi.
	On Hold Messaging	On hold information services, marketing messages and music, including PRS and PPL requirements.
	Telecom Convergence	Consultancy on telephony platforms both traditional and hosted.
	Telecom Helpdesk 24/7	Fault identification, management and resolution, provided by our in-house customer service team.
Telecom Systems & Equipment	Provision of all types of phone systems, hosted IP PBX, routers, firewalls, inc. installation & maintenance.	
Voice Recording	On site & off site voice recording options for inbound and outbound calls.	
Utilities	Electricity & Gas	Analysis, procurement, management, invoice verification, query resolution and meter management.
	Energy Management	Managed delivery of proven initiatives to reduce energy consumption including site energy audits, training workshops, monitoring & reporting and ongoing support.
	ESOS (Energy Savings Opportunity Scheme)	Support on all aspects of the ESOS requirement from audit through to submission including approval by our ESOS accredited Lead Assessor.
	Heating Oils	All types of oil used for heating purposes.
	Water	Review of bills to determine accuracy of charges and identify potential rebates.
Finance & Insurance	Credit Card Processing	Processing charges for credit and debit card charges and terminal rental.
	Credit Scoring	Basic consumer and business credit scoring, customer and supplier profiling and credit risk analysis.
	Cash Collection	Collection and delivery of cash and cheques.
	Commercial Insurance	Cover for contents, building, employer / employee liability. Fleet insurance.
	Health & Life Cover	Private health insurance, pensions and life cover.