

	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 Collection	Collection of all waste streams including wheelie bins & FELs, RELs, skips and recycling.
	Baling Machines & Compacters	Purchase or lease of machines and collection of waste cardboard and plastic bales.
	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	Provision of ISDN, analogue and IP circuits. Competitive tendering of calls, charges and connectivity.
	Auditing & Profiling	Audits to identify circuit use, redundancy and utilisation. Analysis to identify mis-use, abuse & call profiles.
	Inbound Call Services	Provision of 0800, 0845, 09... (01, 02) numbers. IVR (automated call handling) services.
	24/7 Telecom Help Desk	Fault identification, management and resolution, provided by our in-house customer service team.
	Telecom Equipment	Traditional and IP phone systems, hosted IP PBX, routers, firewalls, maintenance and installation.
	Voice Recording	On site & off site voice recording options for inbound and outbound calls.
	On Hold Messaging	On hold information services, marketing messages and music.
	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.
	Hosting & Internet Services	Hosting of servers, web applications and websites. Internet connectivity and broadband provision.
	IT Outsourcing	Sourcing competitive IT support services.
	IT Hardware	Provision of desktops, laptops, servers and IT accessories.
	IT Secure Disposal	WEEE compliant computer recycling and secure destruction of hard drives and other IT equipment.
Utilities	Electricity	Procurement, contract management, market analysis, query resolution and meter estate management.
	Gas	Procurement, contract management, market analysis, query resolution and meter estate management.
	Invoice Verification	Verification of gas and electricity invoices.
	Energy Metering & Monitoring	Utility metering with consumption targets and proactive reporting, online access & bespoke reporting.
	Energy Management	Managed delivery of proven initiatives to reduce energy consumption.
Finance & Insurance	CRC Consultancy	CRC (Carbon Reduction Commitment) consultancy. Preparation of Environment Agency paperwork.
	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.