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GREENER APPROACH

Now is the time to take action towards a greener approach. Business sustainability is no longer 'a nice to have', it should be a vital part of the fabric of everything you do. Changes in legislation, the pandemic and public pressure have accelerated the demand that every company understands their climate impact and demonstrates environmental protection and social wellbeing. It's not only a prudent business strategy to maintain a competitive advantage and to attract and retain the best talent but green initiatives will also protect the future of the planet. Find out more in our article on page 4 and look out for products chosen with care that feature the VIBES Friendly icon to help you make a conscious choice.

We've also got a smart collection of 2023 new products and solutions that are designed to offer you comfort, innovation, leading-edge technology and vibrancy for your ultimate wellbeing and productivity wherever you work.

EXCLUSIVE.

Premium brands don't come at premium prices with Office VIBES®. We firmly believe that every working environment should be able to enjoy superior and outstanding office products. We love knowing that our close relationships with the manufacturers of the products featured in Office VIBES® means that we can bring you brilliant products at brilliant prices. All workspaces deserve a bit of Office VIBES® luxury!

WATCH.



Office VIBES® TV.
Find out more about your favourite products on our YouTube channel.

IDEAS.



Office VIBES® Instagram.
Check out our latest products and offers, search office_vibes.

HELPFUL.



Office VIBES® Icons.
To help you find our new and caring products in this issue.

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A GREENER APPROACH

Generation Z and Millennials now represent over half of the UK workforce and are demanding a fresh perspective on business sustainability, social responsibility and wellbeing. Employers can no longer attract the brightest talent with an enticing salary alone.

In data released by BUPA about Gen Zs:

- 68% are anxious about environmental issues
- 63% feel the burden of climate change on their shoulders
- 43% say that lack of environmental, social and governance (ESG) commitments would affect their mental wellbeing
- 54% would take a pay cut to work with a business that reflects their ethics
- 52% said they would stay longer with a company that had ESG commitments, as well as recommend it as a good place to work
- 53% reported that they felt more satisfied in their jobs when their company had strong ESG commitments

There is no doubt that in a competitive job market, your business needs to recognise that many Gen Zs are willing to put the planet before their personal career progression. A greener approach and mindset has to be a long-term strategy and it is critical to success over your competitors.

There are a multitude of new initiatives you can introduce to boost morale and ensure you are responding to their ESG demands. Here are a few ideas to get you started:

- Encourage greener travel with electric vehicles and working from home one or two days per week to reduce commuting
- Promote eco-challenges such as running, walking or cycling to work
- Provide healthier food options in the workplace canteen
- Ensure all office, janitorial and catering supplies are made from environmentally friendly and sustainable materials
- Provide recycling bins for paper, plastic, glass, metals, electricals and ink cartridges

- Support local charities and community groups with active participation from your employees
- Embrace issues that affect your employees such as mental health, physical wellbeing, the menopause and diversity
- Create an ESG group so that you can get feedback from those who care the most

These policies are relatively simple to implement but it is important that when you embark on your green revolution that you are truly committed to sustainability. To be a credible green business you must consider all areas of your business including your supply chain, product materials, packaging, shipping, waste removal, environmental certifications, energy saving technology, employee travel, an environmental policy and your commitment to Net Zero.



Organise your workspace with Avery®



DTR ECO DESKTOP ACCESSORIES

Stylish range of complementary black desktop accessories to help meet your environmental goals and organise your filing and workspace. Made from 100% recycled plastic.

- **Desk Tidy** - with storage compartments for all your office sundries. Comes with removable pen pot
- **Pen Pot** - 10 compartments to store large and small items such as pens, pencils and sundries
- **Waste Bin** - 18 litre oval bin
- **Wide Entry Letter Trays** - three stackable wide entry letter trays and a lid that fits neatly on top of desks or on shelves
- **Letter Tray** - versatile letter tray that can be stacked for organising your most frequently used documents and papers



Code	Type	Pack	RRP	PRICE
45119AV	Desk Tidy	Each	£29.12	£10.75
45133AV	Pen Pot	Each	£28.40	£10.45
45147AV	Waste Bin	Each	£38.92	£13.99
45175AV	Wide Entry Letter Trays	3	£59.28	£21.45
45077AV	Letter Tray	Each	£25.92	£9.55
44811AV	Letter Tray Risers	4	£5.32	£1.99



LEVER ARCH FILING LABELS

Avery Filing Labels feature opaque BlockOut™ material that completely hides text and existing labels so you can reuse your lever arch files time and time again.

- Made from FSC® Certified paper from responsibly-managed forests
- With the free Avery Design and Print template software you can add text, messages, images and logos to create your perfect design

Code	Avery Ref	Labels per Sheet	Size	Labels per Pack	RRP	PRICE
Laser Lever Arch File Labels White						
46428AV	L7171-10	4	200 x 60mm	40	£21.72	£7.85
44321AV	L7171-100	4	200 x 60mm	400	£91.64	£33.40
Laser Lever Arch File Labels Multi-Coloured						
44335AV	J8171-20	4	200 x 60mm	80	£44.80	£16.35
Inkjet Lever Arch File Labels White						
46435AV	J8171-10	4	200 x 60mm	40	£21.72	£7.85
43698AV	J8171-100	4	200 x 60mm	400	£42.16	£15.25



REMOVABLE LABELS

Sometimes it can be hard to remove an old label and replace it with a new one, Avery Removable Labels stick securely and remove easily leaving no residue behind so you can reuse your files time and time again.

- Made from FSC® Certified paper from responsibly-managed forests
- Ideal for creating short term labels or instructions
- With the free Avery Design and Print template software you can add text, messages, images and logos to create your perfect design

Code	Avery Ref	Labels per Sheet	Size	Labels per Pack	RRP	PRICE
Multipurpose Removable Laser Labels White						
43866AV	L4737REV-25	27	635 x 296mm	675	£28.00	£10.15
43873AV	L4743REV-25	12	99 x 42.3mm	300	£28.00	£10.15
Mini Removable Laser Labels White						
43845AV	L4731REV-25	189	25.4 x 10mm	4725	£28.00	£10.15
43852AV	L4732REV-25	80	35.6 x 16.9mm	2000	£28.00	£10.15
43859AV	L4736REV-25	48	45.7 x 21.2mm	1200	£28.00	£10.15

#I LOVE ORGANISATION

With the modern day mix of flexible workplaces comes the desire for the best possible organisation - whether in the office or at home. Rexel filing products allow you to create a professional feel-good space to be proud of.

We stock a wide range of Rexel filing products, please contact us for more details.



POLYPROPYLENE LEVER ARCH FILES

High quality polypropylene Lever Arch Files that hold up to 500 sheets of 80gsm paper.

- Patented No.1 mechanism with outstanding locking force for consistently precise closing, guaranteed to close reliably even after 10,000 uses
- Perfect alignment of pins and arches even when file is completely full
- Replaceable spine pocket labels for easy identification of contents
- Thumbhole, cover lock and protected metal edges for easy handling and secure document storage
- FSC® Certified



	White	Red	Blue	Green	Black	Pack	RRP	PRICE
Lever Arch Files A4	30468AC	30454AC	30447AC	30461AC	30440AC	10	£128.20	£49.95
Lever Arch Files F/S	30503AC	30489AC	30482AC	30496AC	30475AC	10	£128.20	£49.95



CRYSTALFILE® CLASSIC SUSPENSION FILES

Crystalfile® Classic Suspension Files are made from 100% recycled premium durable manilla with contrasting steel bars.

- The UK's best selling branded suspension files
- Complete with snap-proof crystal tabs and free sheet of A-Z inserts supplied in every pack
- Strong steel bars with easy-glide nylon runners
- 15mm V bottom holds up to 150 sheets, 30mm up to 300 sheets and 50mm up to 500 sheets

Code	Size	Capacity	Colour	Pack	RRP	PRICE
28095AC	Foolscap	15mm	Green	50	£247.24	£89.50
28102AC	Foolscap	15mm	Red	50	£247.24	£89.50
28109AC	Foolscap	15mm	Blue	50	£247.24	£89.50
28130AC	Foolscap	30mm	Green	50	£343.92	£126.35
28123AC	Foolscap	30mm	Blue	50	£341.08	£125.00
28137AC	Foolscap	50mm	Green	50	£387.64	£140.00
28151AC	Foolscap	50mm	Red	50	£387.64	£140.00
28060AC	A4	15mm	Green	50	£245.92	£88.00
28081AC	A4	30mm	Green	50	£296.36	£110.00



Made from 100% recycled premium manilla





LEITZ RECYCLE REFLECTS YOUR CHOICE FOR THE ENVIRONMENT



With the new Recycle range from Leitz you can improve both the global environment – and your own. Every product in the range is climate neutral, 100% recyclable and made from a high percentage of recycled materials.



RECYCLE A4 DISPLAY BOOKS

Polypropylene Display Book for presenting and displaying information, documents, drawings and photos.

- Made with 90% mix of pre and post consumer recycled plastic, 100% recyclable and climate neutral
- 20 clear plastic pockets with a 40 sheet capacity of 80gsm paper
- Copy safe film prevents ink migrating from paper to plastic
- Acid free material prevents paper from turning yellowish over time



RECYCLE A4 CARD FOLDER WITH ELASTIC BAND CLOSURE

Eye-catching, premium quality Card Folder with corner elastic bands to prevent documents from sliding out.

- Made from 100% recycled post consumer card, 100% recyclable (after taking out the elastic band), climate neutral and Blue Angel Certified
- Ideal for carrying or sorting documents in the office, school and on the move
- 250 A4 sheet capacity of 80gsm paper
- Made from very strong card of 430gsm



RECYCLE A4 LEVER ARCH FILES

Premium quality Lever Arch Files that can be completely disassembled and separated into paper, plastic and metal for 100% recycling.

- Made from 100% recycled card, 100% recyclable, climate neutral and Blue Angel and FSC® Certified
- Unique patented mechanism that opens 180° for 50% wider opening and 20% faster filing
- 80mm spine holds up to 600 sheets of 80gsm paper
- 50mm spine holds up to 350 sheets of 80gsm paper



Type	Yellow	Red	Blue	Green	Black	Pack	RRP	PRICE
Recycle A4 Display Book	41199AC	41206AC	41213AC	41220AC	55605AC	Each	£9.64	£3.49
Recycle A4 Card Folder	41143AC	41150AC	41157AC	41164AC	-	Each	£3.84	£1.40
Recycle A4 Card Folder	-	-	-	-	55549AC	10	£38.40	£14.00
Recycle A4 Lever Arch File 80mm	41087AC	41094AC	41101AC	41108AC	-	Each	£14.84	£5.55
Recycle A4 Lever Arch File 80mm	-	-	-	-	55486AC	10	£148.40	£55.50
Recycle A4 Lever Arch File 50mm	41115AC	41122AC	41129AC	41136AC	-	Each	£14.84	£5.55
Recycle A4 Lever Arch File 50mm	-	-	-	-	55493AC	10	£148.40	£55.50



Eco is more than just a product range for Rapesco. It is their statement and philosophy. From product design to manufacturing, from marketing to distribution, every step they take is done with care for the environment to ensure superior and responsible performance.



ECO FILING

Rapesco ECO Filing range is perfect for any office, home or classroom.

- 100% biodegradable and 100% recyclable polypropylene for an environmentally friendly filing solution

ECO Popper Wallets

- Made from durable polypropylene with a press stud closure to keep your documents safe and secure
- Pen holder cut-out under flap
- Large capacity of up to 150 sheets

ECO Punched Pockets

- Top-opening plastic wallets that are crystal clear and ideal for protecting and presenting your documents with a reinforced perforated edge for use in ring binders
- 11 punched holes, anti-static
- 3mm capacity holds up to 30 sheets of 80gsm paper

ECO Cut Flush Folders

- Clear, polypropylene folders that open on 2-sides and feature a thumb cut-out making it easy to insert and retrieve documents
- Transparent for easy viewing of contents, these files have a 3mm capacity that allows for storage of up to 30 sheets of 80gsm paper



Popper Wallets
 FROM ONLY
£3.05
 PER PACK

Punched Pockets



FROM ONLY
£9.25
 PER PACK

Cut Flush Folders



FROM ONLY
£18.60
 PER PACK

Code	Type	Size	Colour	Pack	RRP	PRICE
29919RA	Popper Wallets	A4+	Clear	5	£8.16	£3.05
30612RA	Popper Wallets	A4+	Assorted	5	£9.64	£3.60
30486RA	Punched Pockets	A4	Clear	100	£25.04	£9.25
30619RA	Cut Flush Folders	A4	Clear	25	£50.20	£18.60

worldwide

A range of Rapesco germ repellent products.

• Kills 99% of bacteria • No price premium • SGS / ISO approved

FROM ONLY
£13.10
 PER PACK



GERM-SAVVY® 2 RING BINDERS

These long-lasting, colourful, portable Ring Binders are convenient for storage, whilst being compact and lightweight to carry.

- Featuring the Germ-Savvy® antibacterial protection in the flexible external covers
- Matt textured covers are made from durable non-toxic polypropylene material making them acid and PVC free
- Removable spine label for clear organisation
- Strong 2-ring 'O'-mechanism with a 230-sheet (25mm) capacity, 35mm compact spine for saving space and easy storage
- Internal pocket including business card holder for personalisation and storing loose papers
- Assorted pack contains 1 each of: black, blue, red and green

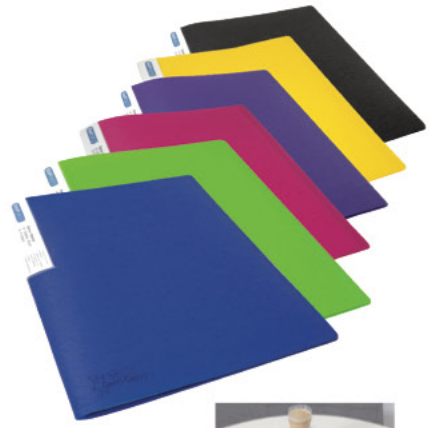
Code	Colour	Pack	RRP	PRICE
30696RA	Assorted	4	£35.20	£13.10

GERM-SAVVY® DISPLAY BOOKS

The Germ-Savvy® A4 Display Books are versatile, slim folders with flexible covers allowing for great organisation whilst saving space.

- Featuring the Germ-Savvy® antibacterial agent on the polypropylene cover, offering lifetime protection against bacteria
- Lightweight to carry with soft back and front covers
- Removable wrap-around label on both sides of the cover and book edge for personalisation and easy reference
- Crystal clear, acid-free top loading internal pockets that will not lift print off and are useful for storing photos
- Pack of 6 bright assorted colours contains 1 each of: black, blue, purple, green, yellow and pink. Ideal for colour-coding different projects

Code	Type	Pack	RRP	PRICE
30682RA	20 Pockets	6	£40.52	£15.00
30689RA	40 Pockets	6	£60.36	£22.40



FROM ONLY
£15.00
 PER PACK



Snopake®

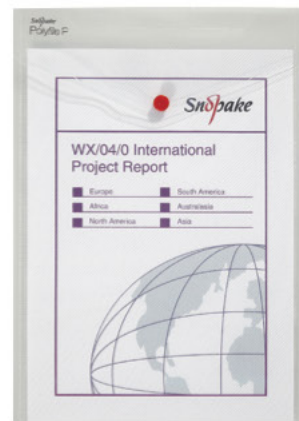


Secure your documents in style with Snopake Polyfiles that are built to last. These envelope style wallets are the strongest in the market thanks to double welded polypropylene and can be wiped clean for hygienic filing this winter. They are made from fully recyclable polypropylene and their superior quality means you can use them over and over again for a caring, long-lasting filing solution.



POLYFILE P CLEAR
Portrait wallets for upright filing, storage and presentation.

- Snopake press-stud closure keeps contents secure inside
- Smart Superline finish for professional presentation and everyday protection
- Clear file enables easier identification of contents



Code	Size	Pack	RRP	PRICE
31434SN	A5	5	£13.72	£5.10
31420SN	A4	5	£16.04	£5.95

POLYFILE FOOLSCAP CLEAR
Clear files with a press-stud closure for security and a clever index at the top for organised filing.

- Strong polypropylene material with an attractive Superline emboss
- Featuring a handy indexing system unique to Snopake



Code	Size	Pack	RRP	PRICE
31392SN	Foolscap	5	£16.00	£5.99



POLYFILES

Secure your documents in style with these envelope style wallets that are made of durable polypropylene to protect your documents from damage, scuffing or spills.

- Features a press-stud closure to keep contents safe and secure
- Strong polypropylene material with attractive Superline emboss
- Classic assorted pack contains 1 each of: clear, blue, yellow, green and red
- Electra assorted pack contains 1 each of: blue, green, pink, purple and turquoise

Code	Size	Colour	Pack	RRP	PRICE
31343SN	DL	Clear	5	£11.96	£4.50
31868SN	DL	Classic	5	£11.96	£4.50
31861SN	DL	Electra	5	£11.96	£4.50
31350SN	A5	Clear	5	£12.68	£4.75
31357SN	A5	Classic	5	£12.68	£4.75
31280SN	A5	Electra	5	£12.68	£4.75
31371SN	Foolscap	Blue	5	£16.00	£5.99
31301SN	Foolscap	Electra Purple	5	£16.00	£5.99
31399SN	Foolscap	Classic	5	£16.00	£5.99
31329SN	Foolscap	Electra	5	£16.00	£5.99
31315SN	Foolscap	Electra Blue	5	£16.00	£5.99
31413SN	A3	Clear	5	£36.80	£13.60



POLYFILE ID

Attractive A4 durable polypropylene files in high gloss Superline material, designed for A4 paperwork and filing systems.

- Featuring a business card size index pocket
- Electra assorted pack contains 1 each of: blue, green, pink, purple and turquoise

Code	Colour	Pack	RRP	PRICE
31364SN	Clear	5	£19.48	£7.37
31287SN	Electra	5	£20.12	£7.45



KEEP YOUR COOL

Work can be a frustrating place. Whether it is an annoying colleague, a project not running to plan, a poorly worded email that sends your blood pressure through the roof or someone who never stops gossiping, it can be easy to get angry, snap or react in an unprofessional way in the heat of the moment.

A survey of 2,000 office workers by Andrews Air Conditioning found that:

- The top things that cause people to lose their temper are unreasonable colleagues followed by a big workload and making mistakes
- Other things which make workers angry are technology, smelly lunches, colleagues doing online shopping and dirty toilets
- On average, workers lose their cool twice a week, but 59% believe their colleagues do so more frequently than them
- 43% admitted to making rash decisions

when losing their cool at work, with 11% walking out and one in ten writing a passive aggressive email

We all have a threshold and are sometimes unable to hold our tongue when presented with unreasonable behaviour or unnecessary challenges. It is how we handle these moments that defines us. The same survey also found that 69% wish there was a way to turn what they actually want to say into more professional language and 60% would like to lose their cool less frequently.

Whilst it may be easier said than done, try these simple strategies to keep your cool at work:

Take a Break

Sometimes it is beneficial to walk away, calm your nerves and take some time out. Indulge in a coffee, take a walk or have an unrelated conversation with a colleague to bring your stress levels down.

Is it Worth the Fight?

With tempers frayed, it can be easy to lose perspective. Ask yourself if the irritation you

are feeling will rescind in the next few minutes, hours or days and if it is worth escalating the situation so that it becomes bigger than it needs to be. The answer is almost always a definitive no so remember that an outburst of frustration could spiral out of control and put your job or reputation at risk.

Be the Bigger Person

Being the peace maker usually takes less energy than being the antagonist. Lead by example, try to diffuse and calm the situation and don't take things personally. If a colleague is letting off steam in a conversation or being rude in an email, take a pause, breathe deeply and give a considered response that won't fuel the fire.

Give Yourself Time

If you truly feel that a situation won't resolve itself, schedule a meeting in a few days time that will allow emotions to abate so that you can have a reasonable and level-headed conversation that delivers a positive outcome.



Forever[®]
Young

Forever[®] Young is manufactured from post-consumer plastic waste. An environmentally responsible and eco-friendly range, stylish and on-trend.



www.blauer-engel.de/uz30a



NOW ONLY
£14.75
PER PACK

ELASTICATED 3 FLAP FOLDERS
Elasticated 3 Flap Folders are made from recycled polypropylene, ideal for storing and transporting A4 documents.

- 3 flaps and elastic straps for keeping papers secure and protected
- Spine label for easy identification of contents
- Stores up to 250 sheets
- Assorted pack of 4 contains 1 each of: blue, fuchsia, turquoise and yellow

Code	Colour	Pack	RRP	PRICE
13553EX	Assorted	4	£39.60	£14.75



NOW ONLY
£28.75
PER PACK

BOX FILES
Colourful Box Files that are perfect for carrying and storing a large amount of A4 paperwork and files.

- Made from recycled polypropylene with elasticated straps for keeping your documents secure
- Spine label for easy identification of contents
- 40mm spine with a capacity of 350 sheets
- Assorted pack of 4 contains 1 each of: blue, fuchsia, turquoise and yellow

Code	Colour	Pack	RRP	PRICE
13560EX	Assorted	4	£77.48	£28.75



FROM ONLY
£17.00
PER PACK

RING BINDERS
Ring Binders with 2-O rings that accommodate A4 multipunched pockets and dividers.

- Made from recycled polypropylene for a practical solution for filing your everyday documents
- Spine label for easy identification of contents
- Assorted pack of 4 contains 1 each of: blue, fuchsia, turquoise and yellow

Code	Colour	Pack	RRP	PRICE
15mm - 140 Sheet Capacity				
13567EX	Assorted	4	£45.84	£17.00
30mm - 275 Sheet Capacity				
13574EX	Assorted	4	£55.00	£20.50



NOW ONLY
£30.15
PER PACK

3 FLAP MULTI 8 PART FILES
Elasticated Multipart Files with 8 sections and coloured dividers for organising your separate files and projects.

- Made from recycled polypropylene for long-lasting filing
- Elasticated closure to secure documents
- Capacity for up to 250 A4 sheets
- Assorted pack of 4 contains 1 each of: blue, fuchsia, turquoise and yellow

Code	Colour	Pack	RRP	PRICE
13581EX	Assorted	4	£81.52	£30.15



NOW ONLY
£20.50
PER SET

LETTER TRAYS
A set of 4 Letter Trays in A4+ format that stack either vertically or in steps for easy access to your regularly used documents.

- Robust and stable, these letter trays come with 12 spacers to increase storage capacity of up to 500 sheets
- Label holders included
- Assorted pack of 4 contains 1 each of: blue, fuchsia, turquoise and yellow

Code	Colour	Pack	RRP	PRICE
13616EX	Assorted	4	£55.24	£20.50



FROM ONLY
£15.60
PER PACK

DISPLAY BOOKS[®]
These semi-rigid recycled polypropylene Display Books are perfect for presentations and storing paperwork.

- Crystal clear pockets with high transparency
- Attractive textured covers
- 20 pockets provide 40 views, 30 provide 60 views and 50 pockets provide 100 views
- Assorted pack of 4 contains 1 each of: blue, fuchsia, turquoise and yellow

Code	Pockets	Pack	RRP	PRICE
13588EX	20	4	£42.08	£15.60
13595EX	30	4	£50.36	£18.70
13609EX	50	4	£71.12	£26.40

Please note that Display Books are not Blue Angel Certified.



★★★
FROM ONLY
£2.95

Aquarel

Pastel harmony for your filing. Discover the trendy pastel shades revisited by Exacompta. Aquarel awakens open spaces and stylises your home office or personal workspace.



RING BINDERS

These colourful Ring Binders are ideal for filing A4 documents, multi punched pockets and dividers.

- Thick glossy FSC® Certified cardboard cover with black paper interior
- The pressboard cover is embossed and protected by a thin layer of film which makes it tear and moisture resistant
- 2 ring binders with a 40mm spine width that holds up to 230 sheets
- Assorted pack contains 2 each of: pastel blue, mauve, coral, pastel green and yellow

LEVER ARCH FILES

Add a touch of colour to your filing with these pastel A4 Lever Arch Files that will brighten your working day.

- The PremTouch mechanism is not only sturdy but it's also ergonomic thanks to the push button
- FSC® Certified cardboard cover with black paper interior
- 80mm spine width holds up to 715 sheets
- Assorted pack contains 2 each of: pastel blue, mauve, coral, pastel green and yellow
- 10 year warranty

BIG BOX 4 DRAWER SET

Glossy black Drawer Set with pastel drawers that fits perfectly on your desk for storage of your important papers and documents.

- 4 drawers of 55mm storage space for A4+ documents
- Smooth drawer action with stop
- Open drawers allow direct entry of documents without having to open the drawers
- Blue Angel™ Certified
- 25 year warranty



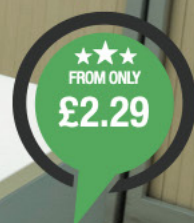
Code	Colour	Pack	RRP	PRICE
86563EX	Assorted	10	£69.60	£26.50
86570EX	Blue	Each	£7.88	£2.95
86577EX	Green	Each	£7.88	£2.95
86584EX	Mauve	Each	£7.88	£2.95

Code	Colour	Pack	RRP	PRICE
86535EX	Assorted	10	£110.88	£41.50
86542EX	Blue	Each	£11.68	£4.35
86556EX	Green	Each	£11.68	£4.35
86549EX	Mauve	Each	£11.68	£4.35

Code	Colour	Pack	RRP	PRICE
86598EX	Assorted	Each	£117.88	£42.49



TEKSTO



TEKSTO IS THE ORGANISATIONAL SOLUTION FOR THE FUTURE IN A ZERO PLASTIC WORLD.

3 FLAP MULTI PART FILES

Smart cardboard files with 12 sections and tabs to organise your paperwork and projects.

- Elasticated flaps to secure documents, ideal for mobile workers
- Cover made with protective vegetable oil coated 400gsm card
- FSC® Certified

A4 RING BINDERS

Colourful Ring Binders suitable for filing A4 papers, punched pockets and dividers.

- The cover of the ring binder is made of recycled cardboard with an outer cover of FSC® Certified paper coated with vegetable oil that enhances protection against stains, dirt and water
- Spine label for easy identification of contents
- 40mm spine holds up to 275 sheets

A4 LEVER ARCH FILES

FSC® Certified Lever Arch Files for organising and filing your A4 punched documents and papers.

- Recycled rigid board covered with paper enhanced by vegetable oil coating
- PremTouch mechanism ensures resistance and comfort
- With a trendy textile grain, it has a spine label that makes it easier to identify the contents
- 80mm spine holds up to 750 sheets

ELASTICATED FILING BOXES

These Elasticated Filing Boxes are delivered assembled. Rigid, they are perfect for filing documents and paperwork, but also accessories, supplies, and other gadgets.

- Tinted natural 600gsm cardboard with vegetable oil coated protection
- Textile effect covering and label on the spine to identify contents
- Suitable for documents or folders up to A4+ size
- 40mm spine holds up to 350 sheets
- FSC® Certified

LETTER TRAYS

PEFC® Certified Letter Trays with 3 levels to store documents in A4+ size.

- The 3 compartments can hold up to 500 sheets of 80gsm paper
- The bevelled shape provides easier access to documents
- Made of recycled cardboard with resistant vegetable oil coating

The TEKSTO range offers sustainable filing without compromising quality. Made from card production offcuts that are finished with an innovative vegetable coating that remains water resistant without destroying their recyclability. Assorted packs contain blue, green, grey and purple colours.



Code	Blue	Green	Grey	Purple	Assorted	Pack	RRP	PRICE
3 Flap Multi Part Files	-	-	-	-	15803EX	8	£75.56	£28.00
A4 Ring Binders	15789EX	15775EX	15796EX	15782EX	-	Each	£5.96	£2.29
A4 Ring Binders	-	-	-	-	15768EX	10	£59.64	£22.20
A4 Lever Arch Files	15740EX	15747EX	15754EX	15761EX	-	Each	£9.32	£3.50
A4 Lever Arch Files	-	-	-	-	15733EX	10	£93.40	£34.80
Elasticated Filing Boxes	-	-	-	-	15726EX	8	£92.96	£34.50
Letter Trays	15810EX	-	-	15817EX	-	Each	£42.52	£15.85



HOW TO DEAL WITH AN UNWELCOME SECRET ADMIRER

February is the month of love so what is more flattering than a secret admirer at work? Before the pandemic workplace romances were all the rage, according to a survey produced by jobsite Vault.com 58% of employees had engaged in a relationship with a colleague. The more time you spend with someone, the more you find you have in common with them and the more attractive they appear. Getting to know a potential partner can be easier at work than meeting someone at a bar or on a dating site.

If someone has a crush on you, it could be that it is a reciprocated attraction or that it's a pleasant boost to your ego. Crushes tend to come and go over time and dating can be fun but make sure that you know your company policy on work related relationships so that you don't put your job at risk or cause issues for your colleagues.

What if it is unrequited love? A one-sided crush can be problematic, especially if you are being distracted by unwanted attention or invites to lunch where you have to come up with constant excuses. If it is negatively impacting your worklife, it is time to take action.

The best approach is to tackle it head on and tell them face-to-face honestly that you are not interested. Cushion the blow by saying that you don't date work colleagues.

If that seems a little daunting, you could try sending an email telling them that you don't think it is appropriate or that you are already in a relationship. Be professional as you still need to work with them everyday and don't gossip about it as it could negatively affect your reputation.

If you are not comfortable with either of these options, speak to a trusted friend

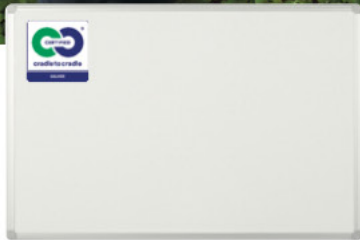
rather than a colleague so that your concerns aren't shared around the office. They will hopefully have sound advice for you or may have experienced a similar situation and will be able to guide you.

If the crush is affecting your work or their behaviour has become inappropriate, you must immediately let your manager or human resources know. They will treat the crush confidentially and will follow company policy to deal with it, make sure you have specific examples of when and where it happened.

We've all had crushes in the past and given time they wane. Focus on your job, cut back on social interactions where they will be present, try to avoid one-on-one situations with them and hopefully their feelings will dissipate without you needing to take any further action.



Bi-Office

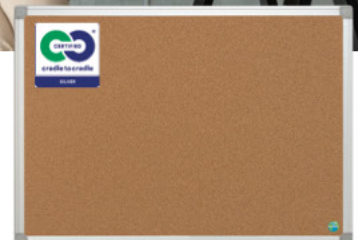


EARTH MAYA WHITEBOARDS

Certified Earth Whiteboards, ideal for caring schools and workplaces.

- Combines durability, superior visibility and exceptionally smooth writing
- Surface in a choice of enamel, lacquered steel and non-magnetic
- Aluminium pen tray and wall fastening kit included
- Can be mounted horizontal or vertically
- Ceramic and Lacquered Steel surfaces are Cradle to Cradle Certified™ Silver
- Non-magnetic surface is Cradle to Cradle Certified™ Bronze

Code	Type	Size	Pack	RRP	PRICE
43912BS	Enamel	900 x 600mm	Each	£239.64	£75.80
68888BS	Enamel	1800 x 1200mm	Each	£694.80	£218.95
73340BS	Lacquered Steel	900 x 600mm	Each	£208.68	£66.50
73347BS	Lacquered Steel	1200 x 900mm	Each	£305.72	£97.00
73354BS	Lacquered Steel	1800 x 1200mm	Each	£494.56	£155.45
68881BS	Non Magnetic	900 x 600mm	Each	£161.76	£51.52
43919BS	Non Magnetic	1200 x 900mm	Each	£197.60	£62.50
43926BS	Non Magnetic	1800 x 1200mm	Each	£399.56	£125.20
49106BS	Drywipe Markers Assorted		4	£12.16	£4.45
49078BS	Drywipe Markers Black		10	£24.52	£8.79



EARTH CORK BOARDS

Environmentally friendly cork boards that have a self-healing thick natural cork surface, ideal for pinning notes, memos and information with push pins.

- Cork is a sustainable material - it's organic, natural, recyclable, non-toxic and a renewable material
- Durable and resilient
- Cradle to Cradle Certified™ Silver
- Wall fastening kit included
- Can be mounted horizontal or vertically

Code	Type	Size	Pack	RRP	PRICE
68958BS	Oak Frame	900 x 600mm	Each	£169.88	£53.80
43877BS	Oak Frame	1200 x 900mm	Each	£198.52	£62.60
43884BS	Oak Frame	1800 x 1200mm	Each	£330.52	£103.25
43849BS	Aluminium Frame	900 x 600mm	Each	£148.48	£47.25
43856BS	Aluminium Frame	1200 x 900mm	Each	£197.96	£62.60
68951BS	Aluminium Frame	1800 x 900mm	Each	£297.16	£93.90
44073BS	Aluminium Frame	1800 x 1200mm	Each	£358.76	£112.50
48084BS	Transparent Push Pins		200	£11.20	£4.15
48077BS	Assorted Coloured Push Pins		200	£14.00	£5.25



EARTH MAYA BLUE FELT NOTICE BOARDS

Professional notice boards made from recycled materials.

- High quality blue felt surface
- For use with push pins
- Can be mounted in either portrait or landscape position and is supplied with a wall fastening kit

Code	Type	Size	Pack	RRP	PRICE
43891BS	Aluminium Frame	900 x 600mm	Each	£164.60	£52.35
43898BS	Aluminium Frame	1200 x 900mm	Each	£231.28	£72.80
48084BS	Transparent Push Pins		200	£11.20	£4.15
48077BS	Assorted Coloured Push Pins		200	£14.00	£5.25

Kensington® Connect Like a Pro



★★★
FROM ONLY
£122.69
EACH

As laptops are becoming smaller and thinner, connections are at a premium. With Kensington Universal Docking solutions, a single cable is all it takes to get a full desktop experience from your laptops. Maximise your productivity no matter where you work. We stock a wide range of Kensington Docking Stations.



SD1610P USB-C MINI MOBILE 4K DOCK WITH PASS-THROUGH CHARGING FOR MICROSOFT SURFACE DEVICES

You can connect with confidence knowing the SD1610P will let you expand your workspace, use your favourite accessories such as monitors and projectors and power your Microsoft Surface at the same time.

- Optimised for your Windows 11 docking station needs
- Connection Technology: USB-C alt mode
- Compatibility: Windows 7 or above
- No. of Monitors Supported: 1
- Video Ports: 1 x HDMI v1.4 and 1 x HD VGA
- Plug & Play: No drivers or downloads necessary
- Warranty: 3 Years
- Further technical specifications available on request

Code	Type	Pack	RRP	PRICE
56137AC	SD1610P	Each	£390.40	£122.69

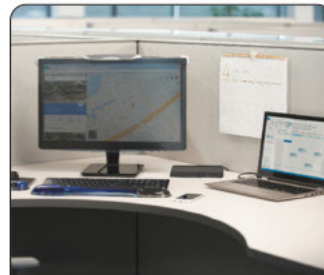


SD5700T THUNDERBOLT™ 4K DUAL DOCK

The first of a generation, the SD5700T with 90W PD - Windows/Mac offers premium Thunderbolt benefits now and well into the future.

- Providing the ultimate plug-and-play solution for Thunderbolt™ 4 Windows 10 or later laptops and backward compatibility with Thunderbolt™ 3, USB4 and USB-C devices running Windows 10 or later or macOS 11 or later
- Connection Technology: Thunderbolt™ 4
- No. of Monitors Supported: 2
- Plug & Play: Yes, optional Kensington DockWorks™ software is recommended
- Warranty: 3 Years
- Further technical specifications available on request

Code	Type	Pack	RRP	PRICE
56116AC	SD5700T	Each	£1328.40	£392.92



SD3600 UNIVERSAL USB 3.0 MOUNTABLE DOCKING STATION

Preserve the convenience of one-cable connectivity to your entire desktop setup with the SD3600. You can disconnect and reconnect your dual HD monitors, mouse, keyboard and other peripherals with a single USB cable. Plus, the dock is capable of mounting to the back of a monitor, leaving zero footprint on your desktop.

- Connection Technology: USB 3.0 (DisplayLink)
- Compatibility: Windows 7 or above, macOS 10.14
- No of Monitors Supported: 2
- DisplayLink driver installation required
- Download software from [Kensington.com](https://www.kensington.com) or via Windows update
- Warranty: 2 Years
- Further technical specifications available on request

Code	Type	Pack	RRP	PRICE
56102AC	SD3600	Each	£770.60	£227.93



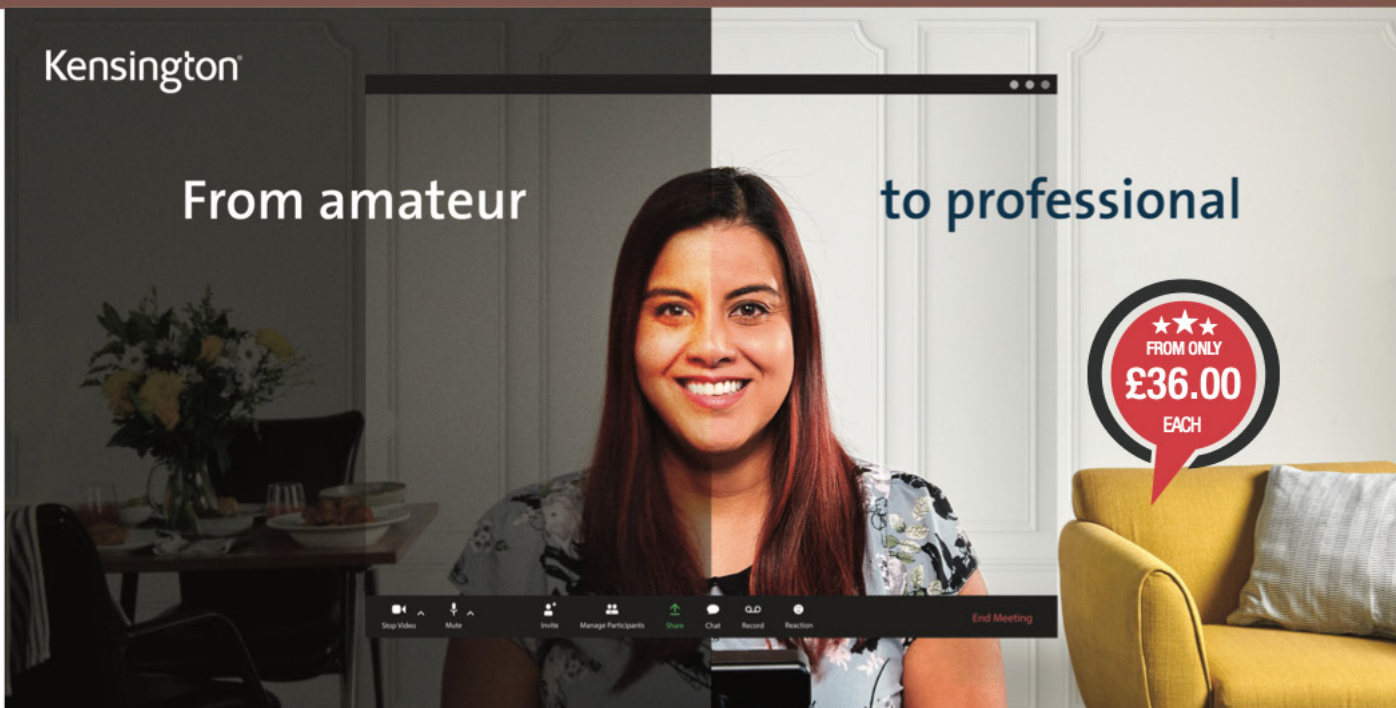
STUDIODOCK™ IPAD PRO 11 AND IPAD AIR DOCK

Get the most from your iPad Pro or iPad Air with StudioDock™. The ideal iPad docking station that expands more than your desktop options – it expands your creativity. Magnetically attach and detach your USB-C iPad Pro 11" (2018 or later) or iPad Air (2020 or later) to the elegantly designed StudioDock – the possibilities are endless.

- Connection Technology: USB-C Alt Mode
- Compatibility: iPad Pro 12.9" (2018/2020) running iPadOS 13.5+
- No of Monitors Supported: 1
- Plug & Play: No drivers or downloads necessary
- Warranty: 3 Years
- Further technical specifications available on request

Not compatible with the 2021 iPad Pro 12.9"

Code	Type	Pack	RRP	PRICE
56123AC	StudioDock™	Each	£1494.28	£441.98



Kensington's Professional Video Conferencing ecosystem - a powerfully cohesive range of cameras and accessories to ensure you look and sound your very best.

AUTO FOCUS WEBCAMS

- Integrated lens cover controls when you are seen
- Delivers clear and vibrant video at 1080p @ 30fps with automatic focus and enhanced support for low-light environments
- Kensington Konnect™ software included
- Versatile positioning - electronic pan, tilt and zoom (ePTZ) together with 37° vertical and 360° horizontal manual adjustment
- Includes USB-A to USB-C adapter

W2000 1080P Auto Focus Webcam

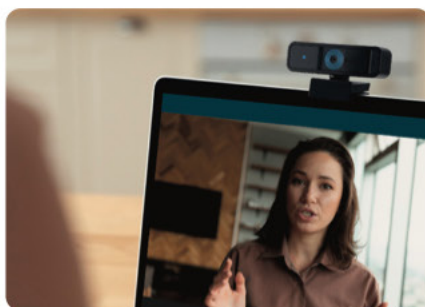
- Privacy focused - narrow 75° diagonal field of view keeps the focus on you for 1-on-1 calls
- Omnidirectional mono microphone with noise-reduction technology

W2050 1080P Auto Focus Webcam

- Wide video frame - 93° diagonal field of view ideal for team meetings or presenting products, accommodating multiple people
- Two omnidirectional microphones with noise-reduction technology



Code	Type	Pack	RRP	PRICE
56165AC	W2000	Each	£201.44	£83.30
56172AC	W2050	Each	£229.36	£72.08



L1000 BICOLOUR RING LIGHT WITH WEBCAM MOUNT

- Optimised office lighting - distributes light evenly and eliminates harsh face shadows
- Adjustable colour temperature (cool, natural or warm)
- Powered via 5V/2A USB-A port - no need for separate power supply
- 1/4" centre-ring webcam mount ensures consistent light distribution even when angle is changed (stand sold separately)

Code	Type	Pack	RRP	PRICE
56193AC	L1000	Each	£153.48	£48.24

A1010 TELESCOPING DESK STAND

- Mounting solution for microphones, webcams and lighting systems (3/8" mounting thread with 1/4" and 5/8" adapters included)
- Height adjustable from 304.8 to 482.6mm
- Cable management clip
- 178mm (7") non-skid base



Code	Type	Pack	RRP	PRICE
56179AC	A1010	Each	£114.56	£36.00

A1020 BOOM ARM

- Flexible mounting solution for microphones, webcams and lights (accommodates 3/8", 1/4" and 5/8" mounting threads)
- Adjustable arm with internal springs easily adjusts to specific height, reach and swivel needs
- 360° swivel base to easily rotate the entire boom arm
- Professional grade C-clamp and cable management system



Code	Type	Pack	RRP	PRICE
56186AC	A1020	Each	£273.32	£85.89

A1000 TELESCOPING C-CLAMP

- Mounting solution for microphones, webcams and lighting systems (includes 3/8", 1/4" and 5/8" adapters)
- Height adjustable from 508 to 762mm
- Cable management clip keeps cables organised
- 1/4" 360° swivel mount increases positioning flexibility for webcams and lights
- Fits most desks 12.7-88.9mm depth



Code	Type	Pack	RRP	PRICE
56200AC	A1000	Each	£153.48	£48.24

Rexel® Paper Shredders



★★★
FROM ONLY
£339.03
EACH

Now up to
£150
Cashback

Claim up to
£150
Cashback*

To claim your reward or donate to charity, go to cashback.officerewards.eu
*Selected models. T&Cs apply Offer ends 28th February 2023.

Momentum Extra Jam-Free Paper Shredders



Continuous run time
For frequent shredding.



P4 / P5 high security level
With increased bin capacity.



Intuitive touch controls
For easy operation.



Guarantee
2 year guarantee on all models.

MOMENTUM EXTRA XP514+

- 14 sheets manual feed
- Security level P-5
- Micro cut into particles size 2 x 15mm
- 60 litre bin
- Cashback £/€40



Code	Type	Pack	RRP	PRICE
55451AC	XP514+	Each	£2251.56	£643.15



MOMENTUM EXTRA XP420+

- 20 sheets manual feed
- Security level P-4
- Cross cut into particles size 4 x 35mm
- 60 litre bin
- Cashback £/€35



Code	Type	Pack	RRP	PRICE
55444AC	XP420+	Each	£2120.68	£605.76



Optimum Autofeed Automatic Shredders



Stack up to 750 sheets



98% Time Saving
AutoFeed ensures shredding is not time consuming, saving 98% of time compared to manual shredding.



Shut



Done



OPTIMUM AUTOFEED+ 300M P-5 / 300X P-4

- 300 sheets autofeed
- 300M - micro cut, security level P-5
- 300X - cross cut, security level P-4
- 60 litre bin
- 300M - cashback £/€60
- 300X - cashback £/€50



Code	Type	Pack	RRP	PRICE
85835AC	300M	Each	£2043.36	£766.59
85842AC	300X	Each	£1900.44	£542.95



OPTIMUM AUTOFEED+ 150M P-5 / 150X P-4

- 150 sheets autofeed
- 150M - micro cut, security level P-5
- 150X - cross cut, security level P-4
- 44 litre bin
- 150M - cashback £/€30
- 150X - cashback £/€20



Code	Type	Pack	RRP	PRICE
85807AC	150M	Each	£1418.52	£405.26
85814AC	150X	Each	£1186.68	£339.03





Stylishly designed and outstandingly functional, you trust Leitz for premium quality business solutions. We stock a wide range of Leitz IQ Shredders and iLAM Laminators, please contact us to find out more.



The fully automatic Leitz IQ Autofeed Paper Shredders are so intelligent they work quietly on their own. Just insert your stack of papers, close the lid and get on with your day.



IQ AUTOFEED OFFICE 300 AUTOMATIC SHREDDERS

Ideal for daily use in any office.

- Autofeed feature for 300 sheets of A4, manual slot for 10 sheets in P-4 and 8 sheets in P-5
- Continuous 60 min run time and generous 60 litre capacity pull out bin allowing the full chamber to be shredded in one go
- Touch-Control - with pin code lock for ultimate confidence and security
- Easy to move the machine around thanks to four high quality wheels
- Also shreds credit cards, staples and paper clips
- Size: 735 x 465 x 415mm

Code	Type	Cut Type	Security	Pack	RRP	PRICE
85905AC	Office 300	Cross Cut	P-4	Each	£2056.16	£594.18
85912AC	Office 300	Micro Cut	P-5	Each	£2833.84	£818.92



IQ AUTOFEED OFFICE PRO 600 AUTOMATIC SHREDDERS

For robust office shredding.

- Autofeed feature for 600 sheets of A4, manual slot for 15 sheets in P-4 and 10 sheets in P-5
- Continuous 240 min run time and large 110 litre capacity pull out bin allowing the full chamber to be shredded in one go
- Touch-Control - with pin code lock for ultimate confidence and security
- Easy to move the machine around thanks to four high quality wheels
- Also shreds credit cards, staples and paper clips
- Size: 960 x 570 x 510mm

Code	Type	Cut Type	Security	Pack	RRP	PRICE
85919AC	Pro 600	Cross Cut	P-4	Each	£4265.72	£1232.70
85926AC	Pro 600	Micro Cut	P-5	Each	£7153.16	£2020.65



Leitz iLAM sets new standards in lamination. Easy to use, convenient and hassle-free, iLAM Laminators are engineered to deliver perfect results every time.



iLAM OFFICE A3 PRO LAMINATOR

A high performance Laminator for everyday use.

- 4 roller mechanisms for speed and quality laminates
- Touch panel settings for ease of use
- 500mm/min speed at all settings ideal for busy office and school users
- Integral support shelf at front and rear of the machine
- Low energy consumption, auto shut-off when the device isn't used for 30 minutes
- For 80 to 175 microns
- Takes approximately 40 seconds to laminate one 80 micron A4 sheet
- LED setting and acoustical warning indicator shows when the machine is ready to use
- Includes free pouches starter kit

Code	Type	Pack	RRP	PRICE
56053AC	Office Pro A3	Each	£585.88	£175.36



iLAM TOUCH 2 TURBO A3 LAMINATOR

Fully automatic A3 high speed premium laminator with unique smart sensor technology.

- Unique smart sensor technology - no complicated settings - perfect results!
- 1 minute warm-up time. No need to wait when switching between different pouch thicknesses
- Low energy consumption, auto shut-off when the device isn't used for 30 minutes
- Auto reverse function - prevents jamming when the laminator is misfed
- For 80 to 250 microns
- Convenient insertion thanks to easy feed system and unique patented fold out flaps ensuring consistently even, high quality lamination
- 1500mm/min laminating speed - ideal for heavy office usage
- Takes approximately 20 seconds to laminate one 80 micron A4 sheet
- Includes free pouches starter kit

Code	Type	Pack	RRP	PRICE
30174AC	Touch 2 Turbo A3	Each	£1185.16	£354.83



HALL OF FAME

2022 was supposed to be the year that cheered us all up following the pandemic and lockdowns, it had other ideas! Covid never quite went away, we had political turmoil, the war in Ukraine and now the cost of living crisis is biting hard. Employees can be forgiven for feeling a little disconsolate and fatigued so given they are your most important asset, now is the time to motivate them and reward them - especially if you want to keep your top talent.

The Harvard Business Review writes "People work for money but go the extra mile for recognition, praise and rewards. It's no secret that people like getting appreciated for their work. It reinforces that someone sees and recognises their efforts. In fact, 72% of businesses agree that recognition does impact engagement positively."

A good company to work for is so much more than good pay and benefits, it is one that shows how much it cares by acknowledging

accomplishments, hard work, productivity and those that have gone the extra mile.

Awards are best given regularly to keep up momentum and engagement. How you reward your employees will be budget dependent; there is no doubt that money talks and will be much appreciated in tough economic times but there are other ways that you can show your gratitude. Time is just as precious as money so a day off would be a great reward, you could donate products to a local or green charity or even give shares in your business if this is appropriate.

You could create a Hall of Fame so employees can proudly see their name up in lights. Have a company gathering to give awards such as employee and team of the year, environmental hero, long service award, outstanding achiever, team player, customer service champion, company values advocate,

exceptional listener, stand out performer; the list is endless.

It is important not to forget those who aren't lucky enough to win an award. Praise for a job well done goes a long way, organise team lunches to boost morale and give a mental health or wellness day off to make sure they don't burn out. Celebrate birthdays with cakes and gifts so every employee is made to feel special throughout the year. Lastly, if you have a company newsletter or blog, give those who deserve recognition a mention.

Rewarding your employees builds a company culture that appreciates achievements, strengthens relationships, encourages hard work, inspires loyalty and makes your business a great place to work which retains and attracts the best talent.



Laminators



RIGHT FIRST TIME, EVERY TIME.

Laminators that get the job done - no effort, no fuss, no nonsense.

Claim up to £/€100 shopping eVoucher! Claim at www.gbceurope.com.



Offer available until 31st March 2023.

FUSION™ PLUS 7000L A3 LAMINATOR

Ideal for heavy use or offices with regular laminating requirements.

- Warms up in 1 minute
- Laminates an A4 sheet in less than 13 seconds
- Shopping eVoucher value: £/€50



Code	Type	Pack	RRP	PRICE
29803AC	7000L	Each	£1172.64	£348.66

FUSION™ PLUS 6000L A3 LAMINATOR

Ideal for heavy use or offices with regular laminating requirements.

- Warms up in 1 minute
- Laminates an A4 sheet in less than 15 seconds
- Shopping eVoucher value: £/€30



Code	Type	Pack	RRP	PRICE
29796AC	6000L	Each	£930.12	£275.11

FUSION™ PLUS 3100L A3 LAMINATOR

Ideal for the frequent home or office laminating use.

- Warms up in 1 minute
- Laminates an A4 sheet in less than 20 seconds
- Shopping eVoucher value: £/€20



Code	Type	Pack	RRP	PRICE
24511AC	3100L	Each	£637.56	£188.62

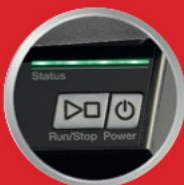
FUSION™ PLUS 3000L A3 LAMINATOR

Ideal for the frequent home or office laminating use.

- Warms-up in 1 minute
- Laminates an sheet A4 in just over 30 seconds
- Shopping eVoucher value: £/€10



Code	Type	Pack	RRP	PRICE
24504AC	3000L	Each	£414.44	£124.07



Your time is precious so pick the tools that will make you more efficient. The GBC Foton 30 introduces a new way to laminate. Just place documents in the tray, press start and walk away.

FOTON 30 AUTOMATIC LAMINATOR

Automatically laminates up to 30 A4 documents at a time.

- Automatic auto feed paper alignment for perfect laminated documents every time
- Manual lamination mode for heavyweight paper or non-standard shaped documents, up to 250gsm
- Intuitive control panel allows easy switching between automatic and manual mode settings
- Low film indicator light to let you know when cartridge needs replacing
- Shopping eVoucher value: £/€100

Code	Type	Pack	RRP	PRICE
71912AC	Foton 30	Each	£2488.36	£695.31



Fellowes LX SERIES



THE LX SERIES FAMILY OF PRODUCTS – EXCELLENT IN EVERY WAY

As we continue to see changes in working environments, product design is more important than ever. This means products have to look good as well as perform brilliantly – and that's exactly what you'll find with the Fellowes LX Series family of Paper Shredders, Laminators, 3-in-1 Binding Solution and Staplers. We stock a wide range of Fellowes LX Series solutions, please contact us to find out more.

Shred with the Best

The LX Series LX221, LX211 and LX200 Shredders feature the Fellowes 100% Jam Proof System which guarantees efficient shredding by eliminating frustrating paper jams and powering through tough jobs. The patented SafeSense Technology® automatically stops it from shredding if hands touch the paper opening. These shredders also include IntelliBar™ responsive technology that allows you to shred with maximum productivity and convenience through an automatic colour-coded digital display. The LX Series LX200 Mini-Cut Shredder has the capability to shred each A4 sheet into 1000+ particles.



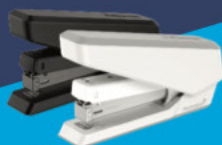
A Faster Way to Laminate

The fastest way to perfect lamination is achieved with the new LX Series Laminators – a smart line-up of machines, especially designed for offices and schools. All models are really quick off the mark with warm up time ranging from just 30 to 60 seconds, and the top of the range the Venus™ A3 laminates an A4 page in as little as 10 seconds. All LX Laminators feature a 'clean alert' function that lets you know when it's time to clean the rollers to ensure consistent quality results and an extension of its lifespan.



The Staplers that Everyone Wants to Borrow

LX Series Staplers really do stand out from the crowd. They're constructed with premium materials including Microban® antibacterial protection for an added level of hygiene, and they feature EasyPress™ technology and a jam-free performance.



reddot winner 2022

3-in-1 Binding

The LX Series family of products also includes the Lyra™ 3-in-1 Binding Centre that not only maximises productivity and centralises document production with a superior performance. The Lyra™ simplifies the document binding process by combining the functions of comb binding, stapling, and 2 and 4-hole punching into a single machine.



Fellowes

SHREDDERS
BINDERS
LAMINATORS
STAPLERS



LX SERIES

THE MARK OF EXCELLENCE



LX SERIES SHREDDERS EXCEPTIONAL SHREDDERS.

LX Series Shredders are Fellowes most advanced shredders ever. Thoughtfully designed to integrate into any workspace.



SAFESENSE TECHNOLOGY

100% JAM PROOF

IntelliBAR™

UP TO 3 YEAR WARRANTY

POWERSHRED® LX200

- Personal shredder for 1 user
- Shreds 12 sheets manually
- Mini-cut, security level P-4
- 22 litre bin holds 250 sheets

Code	Colour	Pack	RRP	PRICE
37349FE	Black	Each	£853.20	£252.32



SAFESENSE TECHNOLOGY

100% JAM PROOF

IntelliBAR™

UP TO 3 YEAR WARRANTY

POWERSHRED® LX211

- Deskside shredder for 1-3 users
- Shreds 15 sheets manually
- Micro-cut, security level P-5
- 23 litre bin holds 650 sheets

Code	Colour	Pack	RRP	PRICE
37153FE	Black	Each	£1123.64	£336.14
37160FE	White	Each	£1123.64	£336.14



SAFESENSE TECHNOLOGY

100% JAM PROOF

IntelliBAR™

UP TO 3 YEAR WARRANTY

POWERSHRED® LX221

- Small office shredder for 3-5 users
- Shreds 20 sheets manually
- Micro-cut, security level P-5
- 30 litre bin holds 750 sheets

Code	Colour	Pack	RRP	PRICE
37167FE	Black	Each	£1484.20	£444.00
37174FE	White	Each	£1484.20	£444.00

LX SERIES STAPLERS EXTRAORDINARY STAPLERS.

Designed with quality, durability and function in mind. Featuring Microban® antibacterial technology that works 24/7 for an added level of hygienic product protection.

- LX850™ EasyPress™ Full-Strip Stapler - staple up to 25 sheets
- LX840™ EasyPress™ Half-Strip Stapler - staple up to 25 sheets
- LX820™ Classic Desktop Full-Strip Stapler - staple up to 20 sheets

Code	Type	Colour	Pack	RRP	PRICE
37664FE	LX850™	Black	Each	£32.24	£11.78
37671FE	LX850™	White	Each	£32.24	£11.78
37650FE	LX840™	Black	Each	£29.76	£10.87
37657FE	LX840™	White	Each	£29.76	£10.87
37636FE	LX820™	Black	Each	£22.24	£8.13
37643FE	LX820™	White	Each	£22.24	£8.13



On LX850™ and LX840™ Staplers.

MICROBAN PROTECTION THAT LIVES ON

JAM FREE 25/6 ✓ 24/6 ✓

LX SERIES LAMINATORS EXCELLENT LAMINATORS.

LX Series Laminators make laminating easier and faster.

- Rapid warm up and high quality performance
- **Venus™ A3 Office Laminator**
 - Laminates an A4 sheet in as little as 10 seconds
 - Accepts up to 250 micron A3 laminating pouches
 - AutoSense™ detects pouch thickness for optimal use
- **Amaris A3 Office Laminator**
 - Laminates an A4 sheet in under 30 seconds
 - Accepts up to 175 micron A3 laminating pouches
 - Auto-shut off after 30 min of inactivity

Code	Type	Pack	RRP	PRICE
37608FE	Venus™	Each	£1206.20	£353.65
37622FE	Amaris	Each	£546.48	£164.05



AUTO SENSE **JAM FREE** **AUTO SHUT OFF**

InstaHeat Advanced Pouch Tracking System™



SELF REFLECTION

If you think mirrors are the enemy, we're with you! Sure if you are ready for a big Saturday night out the mirror might be your friend, but for most of us seeing our reflection is something we actively avoid.

Here comes the hard part, should we spend more time looking in the mirror and evaluating ourselves honestly? We live in a world where we assess and judge others regularly but rarely focus on introspection and self-reflection. Busy and demanding lives leave us little time to thoroughly examine who we are and how we grow both personally and in business.

In your early career, it was expected that you had a lot to learn and that you would make mistakes. Over time as you progress, feedback becomes less frequent and you get less advice to become better due to a lack of coaching, guidance and mentoring. Circumstances change and you adapt but

it's likely that you don't stop to take time to reflect.

Self-reflection is a process whereby you grow your understanding of who you are, your values, and why you think and act in the way you do. Without undertaking this exercise, you'll find it impossible to align your life with what you wish it to be.

By merely pausing for a moment and evaluating yourself, you will be surprised by what you uncover. Self-reflection can be a really useful business tool as you examine your strengths and weaknesses. So what do you see in the mirror?

John R Miles comments on entrepreneurshandbook.co "It's easy to look through the window to assess the competitors across the street, critiquing them, and looking for weaknesses to exploit.

What isn't so easy is shunning the window and looking into the mirror placed before you. It's tough to examine yourself or your internal team members, looking for your

own weaknesses and your own shortcomings".

Tough questions give positive results. Looking in the mirror is so much more than your physical appearance, it's about who you define yourself as a person. What are your values, how are your opinions formed, why do you behave in a certain way?

To experience personal growth, you need to take a cold, hard look in the mirror. Embrace the flaws and work out strategies to improve them, as John says "Our biggest competitor is really ourselves". If you want to improve and evolve, the only way to be a better version of yourself is to be truthful about where you are in your life and what you want to achieve.

Casting aspersions on others is easy, self-analysis is much harder. If you want to be good at your job and inspire others, you don't just need to imagine the new you - you need to live the new you. It turns out that the mirror might just be your friend after all.

THE BLAKE FOUNDATION

At Blake, we are committed to making a difference to the world we live in. Not only market leaders in the world of envelopes and postal packaging, we are about so much more.

Education, and indeed, literacy, is one cause particularly close to our hearts, as it's closely linked with letter writing and communication. Throughout the world, millions of children are suffering lives of poverty, neglect and hardship – something that is largely unrecognised, and so they continue to be denied the necessities of life such as a good education.

Blake are passionate about having an impact on the lives of these children and providing a solution to meet their needs. To do this, we have partnered with the School In A Bag charity, whose ingenious School Bag solution has helped hundreds of children across the globe...



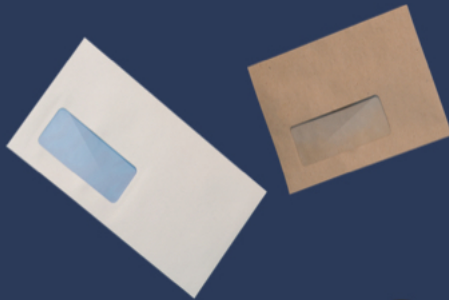
Blake
ENVELOPES & PACKAGING



For further information about the Blake Foundation, please scan the QR code above.

1411 **622** **4000** **1000**

School Bags provided Pairs of shoes donated Writing packs provided Clothing items donated



PURELY EVERYDAY™

WHITE AND MANILLA ENVELOPES

Purely Everyday, the range that presents boundless options for all your envelope requirements. Available in a vast array of sizes, substrates and different sealing methods.

Great value, white envelopes have an attractive blue opaque to ensure contents remain confidential.

★★★ FROM ONLY **£15.75** PER PACK

Code	Weight	Type	Pack	RRP	PRICE
C6 White Wallet Envelopes Self Seal - 114 x 162mm					
40170BL	90gsm	Plain	1000	£57.56	£24.29
DL White Wallet Envelopes Self Seal - 110 x 220mm					
40044BL	80gsm	Plain	1000	£54.08	£22.69
40037BL	80gsm	Window	1000	£59.80	£25.09
40058BL	90gsm	Plain	1000	£60.08	£25.20
40051BL	90gsm	Window	1000	£62.08	£26.01
DL White Wallet Envelopes Peel and Seal - 110 x 220mm					
40072BL	100gsm	Plain	500	£37.56	£15.75
40065BL	100gsm	Window	500	£39.80	£16.75
C5 White Pocket Envelopes Self Seal - 229 x 162mm					
40086BL	90gsm	Plain	500	£48.56	£20.39
40079BL	90gsm	Window	500	£48.56	£20.39
C5 White Pocket Envelopes Peel and Seal - 229 x 162mm					
40100BL	100gsm	Plain	500	£62.08	£26.09
40093BL	100gsm	Window	500	£65.32	£27.39
C5 Manilla Pocket Envelopes Self Seal - 229 x 162mm					
40107BL	80gsm	Plain	500	£39.80	£16.69
C5 White Wallet Envelopes Self Seal - 162mm x 229mm					
35232BL	90gsm	Plain	500	£69.32	£29.09
35246BL	90gsm	Window	500	£72.84	£30.59
C4 White Pocket Envelopes Self Seal - 324 x 229mm					
40128BL	90gsm	Plain	250	£44.04	£18.49
40121BL	90gsm	Window	250	£46.08	£19.39
35120BL	100gsm	Plain	250	£61.60	£25.89
C4 White Pocket Envelopes Peel and Seal - 324 x 229mm					
40142BL	100gsm	Plain	250	£53.08	£22.29
40135BL	100gsm	Window	250	£55.32	£23.19
C4 Manilla Pocket Envelopes Self Seal - 324 x 229mm					
40149BL	80gsm	Plain	250	£38.76	£16.19

VITA™ – the plastic free e-commerce packaging solution.

VITA™ BOARD BACK ENVELOPES

Heavy duty board back envelopes available in white and manilla, made using 1000 micron backing board and a heavyweight face paper to ensure protection when posting bendable items.



Code	Size	Type	Colour	Pack	RRP	PRICE
48434BL	241 x 178mm	Plain	Manilla	125	£79.84	£33.49
48406BL	267 x 216mm	Plain	Manilla	125	£85.60	£35.89
48413BL	318 x 267mm	Plain	Manilla	125	£100.88	£42.29
40233BL	C4 324 x 229mm	Plain	Manilla	125	£69.60	£29.19
48420BL	C4 324 x 229mm	Window	Manilla	125	£109.36	£45.89
48441BL	C4 324 x 229mm	Plain	White	125	£111.88	£46.99
48427BL	394 x 318mm	Plain	Manilla	125	£130.40	£54.69
40478BL	C3 450 x 324mm	Plain	Manilla	50	£94.64	£39.69
48448BL	C3+ 444 x 368mm	Plain	Manilla	50	£94.64	£39.69

★★★ FROM ONLY **£29.19** PER PACK

VITA™ ECOCUSHION PADDED GUSSETS

The Blake VITA™ EcoCushion Envelope is the most environmentally friendly padded envelope on the market and the only padded mailer with an expandable gusset. Made from quality recycled 140gsm paper, these cushioned pocket envelopes have a 50mm expansion gusset to provide extra capacity and a 'Powerseal' peel and seal strip for a strong closure.



Code	Size	Pack	RRP	PRICE
40765BL	C5 (229 x 162 x 50mm)	100	£141.16	£59.16
40772BL	C4 (324 x 229 x 50mm)	100	£193.72	£81.29
40779BL	B4 (350 x 250 x 50mm)	100	£204.00	£85.49
40786BL	E4 (400 x 280 x 50mm)	100	£281.28	£118.19

★★★ FROM ONLY **£59.16** PER PACK



uni-ball

When it matters.



If at first you
don't succeed ...



GEL IMPACT

With a broad writing line and sturdy rubber comfort grip, the uni-ball Signo Gel Impact pen is a joy to write with. It contains uni Super Ink, which is fade resistant, water resistant and tamper proof.

- 1.0mm tip, 0.6mm line width

Code	Colour	Pack	RRP	PRICE
10277UB	Black	12	£49.28	£19.09
10284UB	Blue	12	£49.28	£19.09





Our climate goal is clear:

2025

STABILO will be a
100% climate neutral
company

Together

creating
a better
tomorrow

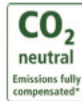


GREENpoint® FIBRE-TIP SIGN PENS

Strong wide tip of 0.8mm diameter for soft writing, expressive highlighting and colour intensive structuring.

• CO₂ emissions generated for this product have been fully compensated

Code	Colour	Pack	RRP	PRICE
10857ST	Assorted	4	£7.34	£4.59
10843ST	Black	10	£28.52	£11.09
10850ST	Blue	10	£28.52	£11.09



pointball® BALLPOINT PENS

Extremely soft ballpoint pen ink for fast writing.

- CO₂ emissions generated for this product have been fully compensated
- Refillable with STABILO Ballpoint Refill
- Line width 0.5mm

Code	Colour	Pack	RRP	PRICE
10836ST	Assorted	4	£9.56	£6.99
10311ST	Black	10	£45.56	£17.69
10318ST	Blue	10	£45.56	£17.69



PALETTE® ROLLERBALL GEL PENS

Comfortable and firm grip, even when writing for longer periods of time, thanks to an extra-large, non-slip grip zone for a relaxed hold.

- See how much ink is left through the viewing window with ink level indicator
- Line width 0.4mm

Code	Colour	Pack	RRP	PRICE
Palette® Rollerball Pens				
10885ST	Black	10	£46.68	£18.09
10892ST	Blue	10	£46.68	£18.09
Palette® Refills				
10899ST	Black	2	£29.32	£11.39
10906ST	Blue	2	£29.32	£11.39





MENTAL HEALTH AWARENESS WEEK

May 15th - 21st is Mental Health Awareness Week which encourages a national conversation about mental health. According to a survey by BITC and BUPA in 2020, 41% of employees had experienced poor mental health in the previous year where work was a contributing factor. Covid and the cost of living crisis will likely mean that many more people will have been affected in the last couple of years with so many significant changes to everyday living and the way we work.

Work should be a safe and healthy environment that supports good mental health by providing a sense of purpose, a place where positive relationships flourish and a structured routine. The sad reality is that many businesses do not take mental health seriously, globally an estimated 12 billion working days are lost every year to depression and anxiety at a cost of US\$ 1 trillion per year in lost productivity. Organisations often overlook the effects of excessive workloads and understaffing,

difficult personal circumstances, unsocial or inflexible hours, unsafe working conditions, lack of opportunities or promotions, negative behaviours such as bullying or harassment, discrimination, poor pay and job insecurity due to economic forces.

The Health and Safety Executive (HSE) states: "One in four people in the UK will have a mental health problem at some point. Mental health is about how we think, feel and behave. Anxiety and depression are the most common mental health problems. They are often a reaction to a difficult life event, such as bereavement, but can also be caused by work related issues.

Whether work is causing the health issue or aggravating it, employers have a legal responsibility to help their employees. Work related mental health issues must be assessed to measure the levels of risk to staff. Where a risk is identified, steps must

be taken to remove it or reduce it as far as reasonably practicable."

On the HSE website you can download the 'Thriving at Work' report which sets out a framework of actions, called 'Core Standards', where the authors recommend employers of all sizes can and should put in place to help you implement a mental health policy in your workplace.

You can also visit www.mentalhealth.org.uk for more details about the Mental Health Awareness Week in May and to find out more about this years theme of anxiety.

As an employer, you can make a huge difference managing and helping prevent mental health issues by improving conditions in your workplace. The support you provide is vital to someone who is struggling personally or at work, companies that care will promote good mental health for all.

With FRIXION pens you can write, erase and re-write your notes everyday. Simply rub out your mistakes with the eraser stud and watch the ink disappear as if by magic! The unique gel ink responds to the heat generated by the rubbing out and lets you write over your mistake immediately with the same pen.

FRIXION BALL ERASABLE GEL INK ROLLERBALLS

Write, Erase and Repeat with colourful FRIXION BALL, the original erasable and refillable pen from Pilot.

- Features an integrated eraser so you can remove your mistakes by rubbing with the eraser stud and watch the ink disappear
- Effectiveness and writing comfort thanks to the unique fluidity and ultra-softness of the Pilot gel ink
- Ergonomic, with a grip to ensure a perfect hold control
- Made of at least 50% of recycled plastic material (excluding refills and product packaging) in order to help save our planet's resources
- 0.7mm tip width, 0.35mm line width

Code	Colour	Pack	RRP	PRICE
FRIXION Ball Medium Erasable Rollerball Pens				
31263PT	Black	12	£70.76	£27.39
31277PT	Blue	12	£70.76	£27.39
31270PT	Red	12	£70.76	£27.39
31284PT	Green	12	£70.76	£27.39
31522PT	Light Blue	12	£70.76	£27.39
31515PT	Pink	12	£70.76	£27.39
31291PT	Violet	12	£70.76	£27.39
FRIXION Ball Medium Ballpoint Refills				
31361PT	Black	3	£11.84	£4.59
31368PT	Blue	3	£11.84	£4.59
31536PT	Red	3	£11.84	£4.59
31543PT	Green	3	£11.84	£4.59
31564PT	Light Blue	3	£11.84	£4.59
31557PT	Pink	3	£11.84	£4.59
31550PT	Violet	3	£11.84	£4.59

★★★
FROM ONLY
£4.59
PER PACK

REFILLABLE!

You can reduce plastic waste and also save money with refills for your Pilot FRIXION pen. When the ink runs out, you don't need to buy a new pen - just refill it. It's never been easier to be green!





EnerGel is the original quick drying and smooth flowing liquid gel pen range. Because the ink dries super smoothly it's appreciated by right and left-handed writers alike, as it reduces smudging on hands and paper. EnerGel X and the new EnerGel Eco 96% are both refillable and are made using a high percentage of recycled material. EnerGel X contains 84% recycled content* and EnerGel Eco 96% is made using 96% post-consumer recycled material* – the highest recycled content in a Pentel pen.



ENERGEL X RETRACTABLE ROLLERBALL PENS

- Made from 84% recycled material*
- Quick dry ink - ideal especially for left-handed writers
- Transparent barrel for easy view of remaining ink
- Super smooth, high quality liquid gel ink
- Soft rubber grip - comfortable and easy to use all day
- 0.7mm tip, 0.35mm medium line width



NOW ONLY
£13.79
PER PACK

Code	Ink Colour	Pack	RRP	PRICE
16671PE	Black	12	£35.48	£13.79
16685PE	Blue	12	£35.48	£13.79



EnerGel Eco 96 and EnerGel X Pens are both refillable!

NOW ONLY
£10.69
PER PACK

ENERGEL ECO 96 ROLLERBALL PENS

- Made with 96% post-consumer recycled material*
- Supplied with smooth-flowing, quick-drying EnerGel ink
- Reduces smudging on hands and paper
- Ideal for right and left-handed writers
- Chunky barrel with snap-fit cap
- 0.7mm tip, 0.35mm medium line width

Code	Ink Colour	Pack	RRP	PRICE
76287PE	Black	12	£27.52	£10.69
76294PE	Blue	12	£27.52	£10.69



*Percentage based on total weight of product excluding the ink and refill



N50



N50 BULLET POINT PERMANENT MARKERS

- Tough, hard-wearing bullet tip
- Suitable for marking on most surfaces
- 4.3mm tip gives up to a 2.2mm line width

N50XL JUMBO CHISEL TIP PERMANENT MARKERS

- Jumbo marker for maximum performance
- Large capacity permanent marker
- Ideal for posters, notices and covering large areas
- Produces variable line widths up to 17mm

N50S FINE BULLET POINT PERMANENT MARKERS

- For precise results
- Slim-barrelled marker with fine tip
- Ideal for marking in small spaces
- Produces a line width of up to 1mm

FROM ONLY
£16.19
PER PACK

Code	Colour	Pack	RRP	PRICE
17028PE	Black	12	£41.80	£16.19

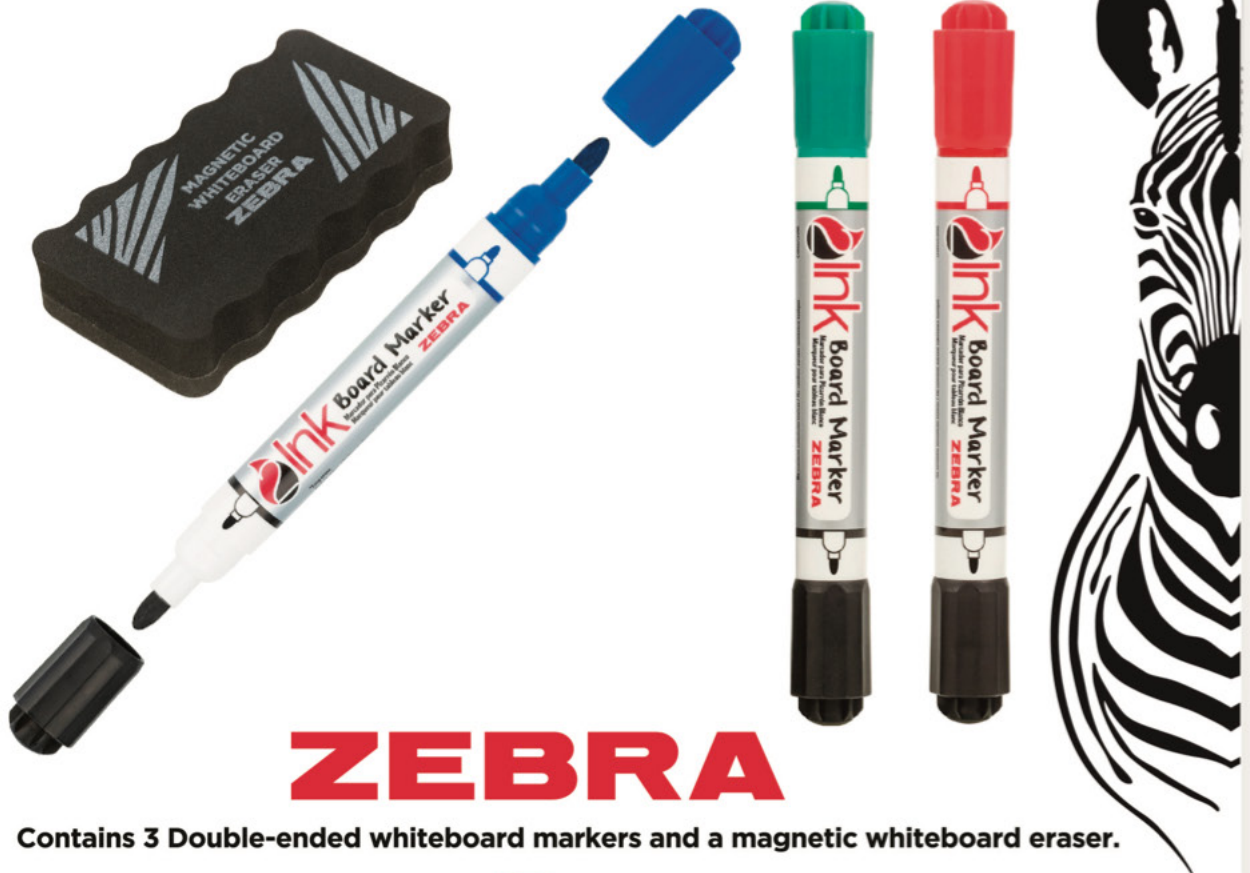
Code	Colour	Pack	RRP	PRICE
59039PE	Black	6	£74.16	£28.69

Code	Colour	Pack	RRP	PRICE
59067PE	Black	12	£42.40	£16.49



ZEBRA

WHITEBOARD MARKERS



Contains 3 Double-ended whiteboard markers and a magnetic whiteboard eraser.



The double-ended marker features two ink colours - black plus blue, red or green!

DOUBLE-ENDED WHITEBOARD MARKERS WITH A MAGNETIC WHITEBOARD ERASER

The new Zebra Whiteboard Markers feature two different vibrant coloured inks in one marker that are ideal for colour-coding your whiteboard notes, drawings and brainstorming ideas at work or school.

- Save valuable space, money and packaging waste as you get two coloured markers in one
- Bullet tip line width 3mm
- Includes a Magnetic Whiteboard Eraser for easy removal of inks and residues from your whiteboard
- Packaging is 100% recyclable

Code	Colour	Pack	RRP	PRICE
372272B	Assorted	3	£7.49	£4.90



Magnetic Whiteboard Eraser features an integrated magnet that securely holds to the whiteboard surface.



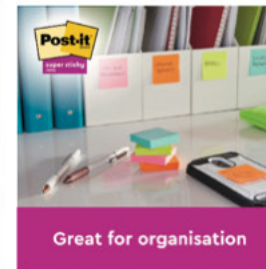
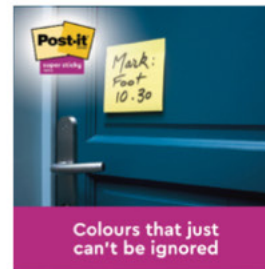


Post-it®
BRAND

Get organised and make a difference



- Made with a 60% renewable resource adhesive from a plant that regrows annually
- Paper sourced from certified, renewable and responsibly managed forests



Post-it® Notes in large value packs, ideal for busy workplaces and classrooms. These vibrant coloured notes will be firm favourites wherever you work and are perfect for restocking the stationery cupboard as they come with 4 FREE pads in every pack.

12 pads for the price of 8 - get 4 pads FREE in every pack!



CARNIVAL COLLECTION SUPER STICKY COLOUR NOTES

With the Carnival Collection you can add vibrant colours to your note taking.
• 90 sheets per pad

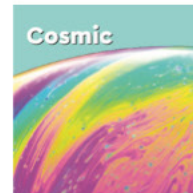
Code	Size	Pack	RRP	PRICE
39131MM	76 x 76mm	8 + 4 FREE	£37.80	£13.59



COSMIC COLLECTION SUPER STICKY COLOUR NOTES

The Cosmic Collection is the perfect harmony of colours to make your notes and reminders stand out.
• 90 sheets per pad

Code	Size	Pack	RRP	PRICE
39138MM	76 x 76mm	8 + 4 FREE	£37.80	£13.59





- Post-it® Super Sticky Recycled Notes are made from 100% recycled paper and are recyclable
- Made with a 60% renewable resource adhesive from a plant that regrows annually
- Paper sourced from certified, renewable and responsibly managed forests



*** FROM ONLY **£8.10** PER PACK



*** FROM ONLY **£9.70** PER PACK

SUPER STICKY CANARY YELLOW RECYCLED NOTES

Your favourite Canary Yellow Post-it® Notes are now available as Super Sticky Notes, made from PEFC® Certified 100% recycled paper fibres coming from sustainably managed forests and controlled sources.

- Perfect for use in your home office, at work, at school or for those important notes around the home
- The packaging is made from recycled cardboard that can be used to easily store your sticky notes in your desk or cupboard and can be recycled when finished with
- Value pack comes with 4 FREE pads in every box
- 70 notes per pad

Code	Size	Pack	RRP	PRICE
39089MM	47.6 x 47.6mm	12	£22.48	£8.10
39124MM	76 x 76mm	12	£39.48	£14.20
39117MM	76 x 76mm	14 + 4 FREE	£46.04	£16.55

SUPER STICKY NEON COLOURED RECYCLED NOTES

These new Super Sticky Notes come in vibrant neon colours and are made from PEFC® Certified 100% recycled paper fibres. They hold stronger and last longer, with 2x the sticking power compared to original Post-it® Notes.

- Perfect for vertical or hard to stick surfaces such as computer monitors, doors and walls
- The packaging is made from recycled cardboard that can be used to easily store your sticky notes in your desk or cupboard and can be recycled when finished with
- Value pack comes with 4 FREE pads in every box
- 70 sheets per pad

Code	Size	Pack	RRP	PRICE
39096MM	47.6 x 47.6mm	12	£27.00	£9.70
39103MM	76 x 76mm	12	£47.00	£16.90
39110MM	76 x 76mm	14 + 4 FREE	£54.88	£19.75



INTRODUCING THE ENDLESSLY REUSABLE DIGITAL NOTEBOOK

Rocketbook is designed for the digital age. It feels like a traditional notebook but it connects your notes to your favourite Cloud services thanks to the Rocketbook app. Simply add a drop of water to a cloth and erase your notes like magic. Save your notes. Save the planet.



HOW TO USE



WRITE

A smooth writing experience, just like traditional note taking with an authentic pen and paper feel.



SCAN

Use the free Rocketbook app, for iOS and Android devices, to scan your notes and big ideas to the Cloud.



ORGANISE

The app has 7 destination symbols so that you can automatically send notes to your most popular Cloud apps.



REUSE

Simply wipe the page clean with a damp cloth and it is ready for writing on again.

Watch our video to find out more about Rocketbook!



SAVE YOUR NOTES. SAVE THE PLANET.



ROCKETBOOKS

Rocketbook has been designed as your reusable notebook that will last for years. Simply write with the erasable pen provided, scan your notes to the Cloud, erase with a damp cloth and then you are ready to use the page afresh.

- You no longer need to take photos of your notes, emails and ideas as with Rocketbook you can upload them all to the Cloud and tag them so you can smart search at a later date
- Rocketbook is reusable so you can stop wasting paper and start taking eco-friendly notes
- **Rocketbook Core** - A4 has 32 pages and A5 has 36 pages of premium quality dot-grid paper
- **Rocketbook Fusion** - 42 page dot-grid and lined notebook with 7 unique page styles for planning, listing, goal setting, note-taking, sketching and sharing big ideas
- **Rocketbook Beacons** - these 4 restickable, reusable Beacons convert your writing surface into a smartboard, allowing you to capture, organise and share important notes, diagrams and ideas

Code	Type	Colour	Size	Pack	RRP	PRICE
71621BC	Fusion Letter	Black	A4	Each	£82.92	£29.89
71614BC	Fusion Executive	Black	A5	Each	£78.56	£28.30
71607BC	Fusion Executive	Teal	A5	Each	£78.56	£28.30
71593BC	Core Letter	Black	A4	Each	£78.56	£28.30
71579BC	Core Executive	Black	A5	Each	£74.20	£26.75
71572BC	Core Executive	Teal	A5	Each	£74.20	£26.75
71600BC	Beacons	Orange		4	£34.92	£12.60





RECYCLED Collection



The Pukka Pad Recycled range is a staple for all office, home or work environments. Choose from 6 different types of notebooks, all featuring Pukka Pad's stylish eco-design, with premium quality FSC® Recycled Paper. Better yet, all pads are 100% recyclable alongside household waste. Protecting the planet has never looked so good!

★★★
FROM ONLY
£5.70
PER PACK

RECYCLED JOTTA PADS
Show your commitment to the environment with the Recycled Jotta Pads.

- Made from 100% recycled 80gsm paper
- 110 pages of bright white, faint ruled paper with a margin for neat note taking
- Spiral bound so card covers lay flat
- Pages are perforated and 4-hole punched, ideal for filing your work or school notes

Code	Size	Pack	RRP	PRICE
13353PK	A4	3	£23.68	£8.50
13360PK	A5	3	£15.88	£5.70



RECYCLED PROJECT BOOKS
Be sustainable and stylish with these Recycled Project Books.

- 12 helpful tips on how you can help save the planet are printed on the front cover
- Featuring 5 coloured dividers that help you separate different projects or topics
- Made from 100% recycled 80gsm paper
- 200 pages of bright white, faint ruled paper with a margin for neat note taking
- Spiral bound so card covers lay flat
- Pages are perforated so you can tear out pages easily and store them in your filing system

Code	Size	Pack	RRP	PRICE
17354PK	A4	3	£36.08	£13.00
17382PK	B5	3	£25.20	£9.10

RECYCLED THINGS TO DO TODAY BOOKS
The Recycled Things To Do Today Books allow you to write all of your tasks in one place and keep on top of your busy schedule.

- Made from 100% recycled 80gsm paper
- Simply tear out the pages when you are finished and put them in the recycling bin
- 115 sheets in a compact size, perfect for taking with you when you are on the move
- Featuring an assortment of planning sections including a to-do list, a special attention section, an appointment schedule and a notes/sketches squared section

Code	Size	Pack	RRP	PRICE
17389PK	152 x 280mm	3	£25.52	£9.20

RECYCLED REFILL PADS
It's easy being green at home, work or school with the Recycled Refill Pads.

- Made from 100% recycled 80gsm paper
- 100 ruled pages of bright white, faint ruled paper that is 4-hole punched with a margin
- Taped headbound pad for long-lasting note taking
- Pages are perforated for storage in ring binders and lever arch files

Code	Size	Pack	RRP	PRICE
17361PK	A4	6	£34.88	£12.55





SINGLE-USE PLASTIC CUTLERY BAN

At last some political news to be celebrated! The Government has announced new legislation that bans the use of single-use plastic cutlery and plates in England where hospitality businesses will need to use more environmentally friendly alternatives. This follows a similar ban in Scotland that became effective on 12th August 2022 and in Wales that will come into force in the Autumn of 2023.

More details were given on a press release on www.gov.uk:

"A range of polluting single-use plastics will be banned in England. The ban will include single-use plastic plates, trays, bowls, cutlery, balloon sticks, and certain types of polystyrene cups and food containers. This ban will be introduced from October 2023, allowing businesses time to prepare.

According to estimates, England uses 2.7 billion items of single-use cutlery - most of which are plastic - and 721 million single-use plates per year, but only 10% are recycled. If 2.7 billion pieces of cutlery were lined up they would go round the world over eight and a half times (based on a 15cm piece of cutlery).

From October, people won't be able to buy these products from any business - this includes retailers, takeaways, food vendors and the hospitality industry. Over 95% of those who responded to our consultation were in favour of the bans.

Plastic pollution takes hundreds of years to break down and inflicts serious damage to our oceans, rivers and land. It is also a major source of greenhouse gas emissions, from the production and manufacture of the plastic itself to the way it is disposed".

The legislation doesn't apply to offices and non-hospitality businesses but now would be the perfect time to implement a single-use plastic-free policy in your workplace that shows how much you care about the future of our planet and could save you money in the

longer-term such as:

- Encourage employees to use their own cutlery, containers and reusable drinks bottles
- Use biodegradable or compostable alternatives like bamboo or cardboard
- Offer an incentive to those who bring their own cups and cutlery
- Install an environmentally friendly drinks dispenser that reduces the use of plastic bottles, milk cartons and plastic packaging
- Eco-conscious and natural cleaning products are readily available so it's easy to change your habits
- You'll find plenty of eco-friendly office supplies in this issue of Office VIBES®, look out for refillable pens and recyclable products

Plastic is causing incredible harm to our wonderful planet, your business will benefit from a shift away from a single-use plastic culture, reducing your consumption and making it a team effort.



Repositionable Recycled Notes that are kind to the earth, perfect for those who care about the future of our planet.

These environmentally friendly notes are made from 100% recycled paper using water based adhesive and packed in plastic free packaging. Every note leads to a greener world.



RECYCLED NOTES

Recycled notes produced with sustainability in mind to make the world a better place.

- Pastel yellow notes made from 100% recycled paper
- The box dispensers contain no plastic packaging
- 100 sheets per pad, 12 pads per pack

Code	Colour	Size	Pack	RRP	PRICE
42277HP	Pastel Yellow	76 x 76mm	12	£10.92	£4.59
42284HP	Pastel Yellow	76 x 127mm	12	£15.64	£6.55



SIGN HERE FLAGS AND FILING TABS

Flags and tabs that are easy to stick on and remove without damaging or marking your documents and files.

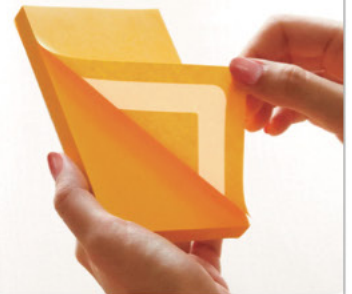
- Semi transparent so it doesn't cover up your document
- Easy to remove, one flag at a time
- **Sign Here Flags** - repositionable flags with a pre-printed SIGN HERE message, ideal for documents, contracts, letters and invoices that require a signature
- **Filing Tabs** - strong and durable repositionable rectangular tabs with 3 coloured edge tabs and a white write-on panel, useful for projects, files, folders and presentations



Code	Type	Size	Quantity	Pack	RRP	PRICE
42004HP	Sign Here	25 x 45mm	50	Each	£3.08	£1.35
42095HP	Filing Tabs	37 x 50mm	30	Each	£2.80	£1.25



Adhesive square allows the note to be attached securely in any position.



360° NOTES

Stick'n 360° Notes are truly unique. Featuring adhesive around all four sides of the note, you can position and reposition your note in any direction for a more secure hold.

- Holds flat more securely to different surfaces
- Assorted pack contains 4 bright colours so your messages always get noticed
- 100 sheets per pad



Code	Size	Pack	RRP	PRICE
42151HP	76 x 76mm	12	£9.00	£3.85
42158HP	76 x 127mm	12	£14.04	£5.95



TAKE A BREAK

We know we need to take a break, we are told it all the time but the reality of being able to take time out from a busy workload and frantic personal life means we often don't heed the advice.

When you take a break, you are not shirking responsibility. You are taking care of yourself so you'll have the stamina to be your best. By learning the signs that you need a break, you'll know when to schedule some time away to help you feel more refreshed and restored.

Risks of Not Taking Breaks

The body is designed to respond to short bursts of stress. When stress is prolonged and the stress response is triggered repeatedly and regularly, as can happen in a stressful job or a conflict-ridden relationship, the situation turns into one of chronic stress, and real health problems can set in.

Chronic stress may make you more susceptible to many conditions ranging from frequent headaches and gastrointestinal issues to high blood pressure, which brings an increased risk of heart disease and stroke. When your 'allostatic load', or overall level of stress, accumulates to a certain level, stress can snowball because you're constantly in a state of reactivity.

At this point, even positive events can feel overwhelming if they take energy to enjoy.

You're not able to respond from a place of strength and wisdom, but rather from a place of anxiety, or you work on auto-pilot.

Signs That You Need to Take a Break

Sometimes, it's obvious that you need a holiday. In other cases, stress can sneak up on you. You may not necessarily recognize when you're at risk of being overwhelmed and burned out.

Everyone responds to stress in unique ways, which means that the signs of being overwhelmed are also highly individual. However, there are some general warning signs that apply in most cases.

If you're experiencing one or more of the following, start planning some downtime. This might mean a holiday or even just a weekend staycation to recharge your batteries.

Key Signs You Need A Break Include:

- Changes in eating habits
- Cynicism about work
- Difficulty concentrating
- Getting sick more frequently
- Lack of energy and motivation
- Low mood and frustration
- Physical symptoms such as headaches or stomach aches
- Poor performance at work
- Sleep disturbances

- Withdrawing from friends, family, or co-workers

Benefits of Taking a Break

Holidays and even shorter breaks such as an afternoon off where you get some physical and psychological space from the demands of life can bring many rewards. Some of the benefits you may enjoy when you take a break include:

Reduced Stress: Obviously, you feel less stress when you're not in a stressful environment but breaks bring more than that. They interrupt the cycle of stress that can lead to being overwhelmed.

Rest: By breaking out of the cycle of chronic stress, you can restore yourself physically and mentally to a healthier place.

Clearer Thinking: A chronically triggered stress response can lead to decreased creativity, memory problems and other issues so a break in the stress cycle can lead to sharper thinking and increased creativity in all areas of your life.

Increased Productivity: All of this can make you better at your job, more available in your relationships, more energetic with your family and more able to enjoy life when you return.



BIGGER PACK BETTER VALUE*

Same quality taste

* Based on cost per serve vs 750g tin



KENCO COFFEE

Your favourite Kenco Coffees are now available in 1kg tins with 17% less sugar and 13% less calories. Ideal for busy offices and workplaces.

- The packaging - tin, foil, and lid - are now recyclable
- **Cappuccino Instant Coffee** is an expertly crafted barista style coffee with the rich, smooth taste of Kenco and a distinctive, deliciously creamy froth. Makes 67 cups
- **Latte Instant Coffee** is a delicious blend of Arabica coffee and skimmed milk for a mild and smooth indulgence. Makes 61 cups

Code	Type	Pack	RRP	PRICE
41059JD	Cappuccino	Each	£76.48	£27.59
41066JD	Latte	Each	£64.52	£23.29

EST 1923

Kensington®

Fit for Work Fit for Life



Be comfortable at work and continue doing the things you love outside of work. Research shows that people are healthier and happier when they're more active. Kensington ergonomic products adapt to changing comfort levels throughout the day.

We stock a wide range of Kensington® Ergonomic solutions, please contact us to discuss your wellbeing requirements.

PREMIUM COOL-GEL SEAT CUSHION

The Kensington Premium Cool-Gel Seat Cushion provides the ultimate ergonomic comfort and support for sitting in the office, home or car.

- Features a durable and supportive ergonomic design that maximises comfort, promotes healthy posture and minimises contact between the tailbone and seat cushion
- Anti-slip backing prevents sliding using a high-quality silicone friction grip
- Carrying strap makes it easy to transport between home, office, car and events

Machine-washable cover is easy to clean and maintains colour wash after wash



Code	Pack	RRP	PRICE
11739AC	Each	£179.88	£64.59

ORBIT® OPTICAL TRACKBALL

Optical tracking technology for superior cursor control and accuracy.

- Medium 40mm ball is designed as a perfect sphere to provide exceptional precision
- Compact footprint takes up less desk space than you'd need to operate a mouse
- Ambidextrous design works equally well for both right-handed and left-handed users
- Plug & Play installation via wired USB connection
- TrackballWorks™ software lets you customise the 2 buttons, adjust cursor speed
- Technical specifications available on request



Code	Pack	RRP	PRICE
24805AC	Each	£168.88	£60.64

SMARTFIT® ONE-TOUCH HEIGHT ADJUSTABLE MONITOR ARMS

These Monitor Arms make it easy to find the proper monitor height, and a neutral, comfortable posture, with its patented SmartFit® System and fully articulating design.

- With SmartFit®, finding the proper monitor height for maximum comfort as easy as 1-2-3. Simply match your hand size to the colour on the provided chart, set the height to your colour and you're done
- Organises and conceals cables while the arm lifts your external monitor up and out of the way
- Monitors can be placed in landscape to portrait mode and side-by-side to vertically stacked
- With 170–505mm height adjustment, 190° swivel and monitor rotation and 90° tilt adjustment
- Supports 13–34" flat or curved monitors weighing up to 9kg (19.8lbs)
- Mountable by c-clamp (desktop thickness range: 10–85mm) or grommet hole (desktop thickness range: 10–80mm; diameter range: 10.5–50mm)
- An included quick-release, detachable VESA 75/100 plate makes the arm ideal for VESA mountable monitors
- Tested to meet ANSI/BIFMA performance and safety standards
- Further specifications available on request, please contact us for more details

Code	Type	Pack	RRP	PRICE
12068AC	Single Monitor Arm	Each	£334.68	£120.24
12075AC	Dual Monitor Arm	Each	£574.28	£206.33



LEITZ® ERGO COSY KEEP MOVING

Create a comfortable and active workspace to keep you alert with Leitz Ergo Cosy. Improve your health and wellbeing by effortlessly creating an inviting and flexible workspace that keeps you moving all day. Plastic-free packaging.



Warm Yellow



Calm Blue



Velvet Grey



ERGO COSY ACTIVE SITTING BALL

The Leitz Ergo Cosy Active Sitting Ball encourages back and core muscle movement, improving posture and relieving back pain.

- Quick and easy to inflate, it comes with a hand pump, 2 plugs and has a durable carry handle making it easy to carry from room to room
- Generous 65cm diameter with a robust phthalate-free inner ball, can hold up to 100kg

Code	Colour	Pack	RRP	PRICE
56648AC	Warm Yellow	Each	£100.10	£61.59
56655AC	Calm Blue	Each	£100.10	£61.59
56662AC	Velvet Grey	Each	£100.10	£61.59



ERGO COSY DESK FOOT REST

Designed to keep your feet and legs relaxed, it will help significantly reduce discomfort and stiffness in your shoulders and back by promoting a healthy posture and improving circulation.

- Ideal for use as an office foot stool, a knee support when lying down, or can be flipped over and used as an ankle rocker to keep your legs moving while you work

Code	Colour	Pack	RRP	PRICE
56697AC	Warm Yellow	Each	£75.97	£51.23
56704AC	Calm Blue	Each	£75.97	£51.23
56711AC	Velvet Grey	Each	£75.97	£51.23



ERGO COSY STANDING DESK CONVERTERS

The Leitz Ergo Cosy Standing Desk Converter allows the flexibility to move between sitting and standing while you work, encouraging muscle movement, improving posture and increasing energy levels.

- Quick and easy to set-up, this desk riser will transform your workspace instantly and remains strong and stable at any height
- **Compact** has a 700 x 350mm footprint. Minimum height 48mm, maximum height 310mm. Supports 16kg on the desk surface
- **Sliding Tray** for keyboard and mouse. Compact 800 x 350mm footprint. Minimum height 68mm, maximum height 447mm. Supports up to 16kg on main desk surface and 8kg on the sliding tray

Code	Type	Pack	RRP	PRICE
56620AC	Compact	Each	£198.50	£110.61
56158AC	Sliding Tray	Each	£520.00	£186.76



ERGO COSY SIT STAND STOOLS

The Leitz Ergo Active Sit Stand Stool encourages muscle movement, improves posture and increases energy levels as it allows the flexibility to move between sitting and standing while you work.

- 2 in 1 as you can adjust the height to a perfect sitting height similar to an office chair but also to a perfect standing support height
- Rounded base encourages you to rock and swivel to strengthen your back
- Easy to adjust the height between 460 - 790mm with red release buttons for safety
- Stool remains strong and stable at any height and supports up to 110kg
- Non-slip base to keep the stool secure and protect your floors

Code	Colour	Pack	RRP	PRICE
56627AC	Warm Yellow	Each	£302.67	£159.03
56634AC	Calm Blue	Each	£302.67	£159.03
56641AC	Velvet Grey	Each	£302.67	£159.03





TIKTOK FOR BUSINESS

If posting a video on your personal social media platforms sends you running for the hills, you will need to get over your aversion when it comes to business.

According to Search Engine Journal, in 2022 86% of businesses used video as a marketing tool. You'll be familiar with YouTube that has 2.1 billion active users and is the platform of choice for sharing video content. Launched in 2005, it gave people the opportunity to post home videos, showcase talent, impart wisdom and latterly allow businesses the chance to share more information about their brands, products and services. Videos help drive sales, website traffic, brand awareness and conversations. Social Media Today claims that 88% of businesses using video report positive Return on Investment, allowing them to

connect and engage with their customers and prospects.

TikTok may be the new kid on the block but in the last few years has proven to be a very successful platform:

- 1 billion global users*
- 92% of users globally take action after watching a TikTok video*
- In 2020, the TikTok app was valued at \$50 billion by investors**
- The TikTok app had 30.8 million daily active users via iOS as of December 2021**
- It is projected that there will be 15 million UK TikTok users in 2023**
- The average user opens TikTok 19 times per day**
- TikTok was the most downloaded app of 2021, with 656 million downloads***
- TikTok was the number one grossing app in 2021, surpassing \$2.5 billion in consumer spending***
- TikTok is the most engaging of all social media apps, with an average user session of 10.85 minutes***

TikTok has a maximum video length of three minutes but recommends that the optimal time is between 21 to 34 seconds so keep your content short and sweet. The platform also has TikTok LIVE, a feature for creators to connect in real-time with their audience that is perfect for demonstrations or Q&A's.

There are huge benefits to using videos as part of your marketing strategy, including making your brand more personal, influencing purchases, reaching out to new markets with no language barriers, they are easier to understand than reading text, can be viewed on all mobile devices when people are on the go, are ideally suited for social media campaigns and are more likely to be shared.

YouTube ranks as top 3 in the worldwide social media networks but if you are using videos for your business, TikTok is an essential tool to develop your marketing strategy. It is so much more than dance challenges and animals behaving badly.

*Source: TikTok.com

**Source: thesocialshepherd.com

***Source: blog.hootsuite.com

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