



**WE MAKE IT
ALL WORK**

WHY PARTNER WITH QUILLS?

We could start by telling you how we've been established for over 20 years and how the business started from a front room in Surrey, but it should be all about you, shouldn't it?

We want to learn about you and your organisation to ensure that we offer and deliver what you really need.

We're not in the business of quoting low prices to win a contract, we're about delivering what's

needed and adding value from the start.

A core value within our business is **transparency**. Even before you become a client, we will help identify where you can **reduce soft costs** and provide you with a complimentary audit to show you the savings that can be achieved by partnering with us. Less administration, fewer invoices and **one trusted supplier**. Sound good?

SUSTAINABILITY

OUR BALANCED VIEW ON THE ENVIRONMENT

We live and breathe a sustainable way of working. We continuously look to improve upon our green credentials and also help clients to become more sustainable. We are a carbon balanced company and offset our CO2 emissions via the World Land Trust.

We aim for our suppliers to be environmentally responsible and where possible, have gained the Environmental Standards accreditation ISO14001.

For a complete list of our green credentials and commitment to helping the environment, visit our [website](#).



ORDER ME



BUSINESS SUPPLIES TAILORED FOR YOU

With a simple 'click' you will have access 24/7 to over 29,000 products for every area of your workplace. Did we mention that we deliver next day for free throughout the UK and Ireland too? We are committed to ensuring our customers achieve their own environmental targets with our extensive range of products from fully sustainable and/or 50% recycled sources. Don't forget by using a single source solution, you are also reducing your carbon footprint with less vans on the road and reduced deliveries...very smart.

We provide the following products:

- Catering
- Stationery
- Furniture
- Cleaning and hygiene
- Health and safety
- Facilities management
- Packaging and filing
- Data security and storage





WHERE BEAUTIFUL DESIGN MEETS SMART FUNCTIONALITY

The benefits of a smart, engaging and beautifully designed office space cannot be underestimated. It should reflect your culture, values, brand and it will ultimately help your teams become more engaged and productive. Achieving this doesn't need to be stressful, time-consuming or over-expensive.

From consultation to installation, our experts can help you with:

- Project management
- CAD plans 2D or 3D
- Seamless installation
- Move management
- Space planning and interior design advice
- Showroom visits

Oh, we also guarantee our products for up to ten years and have an online ordering system for repeat orders.





SHOUT OUT AND GET HEARD

If you're looking to add your brand to merchandise and trust that it won't fade or worse still rub off, then look no further. We have an extensive range of products on our website to provide inspiration for that special event or occasion and if it's not on our website don't worry; we can source it for you. With our vast collection of high quality promotional products, we can ignite the fire into your brand. We cater for a variety of different tastes, from the standard to the adventurous but quality is never compromised.

Remember, by ordering with us, there is:

- No minimum order
- Express service
- Stock management service
- Storage & distribution
- Fulfilment service; picking, packing and shipping (own goods or Quills products)

If you are looking for some inspiration now, check out quillsgroup.uk/clickpromo.com





STREAMLINED TO YOUR EXACT REQUIREMENTS

Have you ever seen a colleague kick the photocopier or shout at a franking machine? Well, it happens and it's usually due to an explosion of frustration when things just don't work as they should. Our managed print services solutions are not only designed to streamline your print and post processes but to also reduce downtime so that your people can focus on their day job.

With flexibility at the heart of our service, we are able to tailor packages to your exact requirements.

Additional benefits include:

- Hardware supply and maintenance (photocopiers, franking machines, printers)
- Service contract available on newly purchased or existing hardware
- Quills Secure Software (GDPR compliant) - features include digital signatures, watermarking, secure print release and authentication
- Remote monitoring as standard 24 hours a day
- Managed consumable supply (our software confirms when your ink supply is low and we facilitate the ordering of the toner/ink cartridges hassle free)
- No minimum billings

PRINT ME



EXPERTISE FROM RECEIPT THROUGH TO DELIVERY

Finding the right print supplier for each of your projects, requesting quotes and then reviewing them is time consuming. What if we can do that for you? Our trusted partners (we like to call them friends) are chosen carefully by project so that you know you're getting the right supplier every time.

You have total control via our online platform making artwork approval, uploads, amendments, ordering and receiving stock updates clear and simple. Did we mention that we hold stock and distribute throughout the UK?

Our print solution includes:

- Stationery
- Bespoke marketing material
- Box manufacturing
- Foiling
- Spot UV
- Direct mail
- Point of sale



ARCHIVE ME



SECURE, TRACEABLE AND COMPLIANT

When we talk about our record management approach, we don't just mean helping you to free up floor space from those large brown boxes or increasing space on hard drives, we wrap an entire strategy around it. With the increase in regulation such as the General Data Protection Regulation (GDPR), we help you to maintain compliance in a straight, practical and less time-consuming way. We have nationwide coverage and offer delivery on the same or next day too. Oh, and if you're a sustainable organisation, our approach would really suit you.

As part of our archiving service, we can help you with:

- Deep storage of files and boxes
- Storage of digital media
- Workflow, EDRM, digitisation and scan back
- Consultancy services including records management policies and retention policies
- Special projects including inventory, purging, back scanning, filing audits, filing relocations and rationalisation
- Secure destruction



SAFEGUARDING YOUR DATA AND REPUTATION

Secure data destruction is a priority for all businesses and even more so with the General Data Protection (GDPR) and landfill tax costs. You may have also wondered how much it costs your organisation when one of your team is shredding a box of unwanted documents. It's probably a lot more than you think. Why pay skilled employees to shred when they could be generating revenue for your business. Sound familiar?

We offer waste management solutions that can be tailored to suit your business for the present and the future.

Features of this service include:

- Waste management services for clinical, food, paper, plastic, steel, toner ink cartridges and general waste
- Secure shredding on or off-site
- Shredding bags and or lockable cabinets
- Certificate of destruction
- One-off paper shredding service
- Regular secure disposal
- GDPR compliant
- ISO9001 & BS EN15713 Secure Destruction of Confidential Material
- ISO/IEC 27001 Information Security Management
- ISO 14001 Environmental Management





SAVING TIME AND BOOSTING PRODUCTIVITY

There is something quite satisfying when you know that your competitors are wasting time, energy and resource on paper-based purchasing processes. Why? Because it provides you with an opportunity to grow your market share.

Through our partnership with Redro, we can help you boost productivity, save time, reduce waste and continue to grow your business by implementing the Redro Centralised Purchasing System. It's free to try, simple to set up, easy to use and it puts you in total control of your purchasing spend.

Additional benefits include:

- Instant reports using real time data
- Multi-level administration rights
- Cloud-based allowing access anywhere on any device
- No contract, just pay as you go
- Link invoices to purchases
- Export your data to your existing back-office systems



FACILITIES MANAGEMENT IN ONE LOCATION

Whether a single-site or multi-site organisation, tracking and reporting on day to day maintenance tasks can absorb too much time and are often a distraction for your staff.

Through our partnership with Redro and by implementing the cloud-based Mainteno system, we can help you to streamline all tasks associated with a property. It's free to try, simple to set up, and it empowers users to report an issue directly. All aspects of the fault are recorded, associated images uploaded, priorities adjusted, schedules monitored and authority for the work provided.

Additional benefits include:

- Analytical reporting
- Bespoke to each location and allocated cost coding
- Email notification, documentation upload function and asset tracking
- Cloud-based allowing access anywhere on any device
- No contract, just pay as you go
- Reconcile with accounts



ORDER ME

FURNISH ME

BRAND ME

COPY & FRANK ME

PRINT ME

ARCHIVE ME

RECYCLE ME

PROCURE ME

TASK ME

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QUILLS GROUP
 OFFICE SOLUTIONS