

Jackson Office Products

Now celebrating over 66 years in business

the **complete** service

for **your School**



Jackson Office Products

Carbon Smart Policy
inc Environmental Policy
and our Green Policy

Proud to sponsor local sports



*Official Stationery &
Consumable Supplier
to Coventry City FC*



Over 50 years



G W Jackson & Son Limited 15 – 17 Humber Rd Coventry CV3 1AT

www.jacksonofficeproducts.co.uk

sales@jacksonofficeproducts.co.uk

Tel: 024 7663 6332 Tech: 024 7663 6365 Free phone: 0800 092 4709 Fax: 02476 636374

Directors; S R Beard - Managing Director, S J Beard - Company Secretary, Company registration No, 798793

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How we can help you and what can we offer:

I have listed some of the offerings below that I feel will benefit you and your school with one phone call, one contact. Since April this year and the demise of Warwickshire county councils School Technical Services department, we fortunately employed a couple of the staff and have started to offer their services to schools. This has not only helped the schools that were uncertain of the future but has boosted our portfolio of services, allowing you to concentrate on your every day tasks.

i) STS services

This service is almost identical to the service you may have encountered pre April 2012. We maintain a wide host of machinery here with any of these options: comprehensive contract, bespoke contract, standard contract or contact us on an as and when required basis. Please see the attached list for machinery and equipment covered.

ii) Photocopiers

This service can be offered following a site survey and a no-obligation discussion to understand your requirements. We then offer some suggestions on the correct machinery. This could include standalone machines with scan/print/copy, and even fax, and can be networked to your current computer equipment at no extra cost. Copiers can be supplied on a fixed contract covering all the costs and can be purchased rented or on a fixed period lease WITH NO HIDDEN COSTS! We have been in business for 66 years and offer great value for money and full transparency.

iii) Data Projectors

We sell, service and maintain data projectors. Please remember that they have a recommended service interval of 2,500 hours. If this is not adhered to, you run the risk of having the expensive bulbs blowing and other heat related costs. We also offer a full installation package that includes either fixing to existing ceiling/wall brackets or supplying new ones. Did you know that data projectors can be used with interactive white boards with the benefit of using single or dual pens along with having the possibility of printing or storing the complete content of the white board, these now can also be connected to either OliPads or iPads and become a mobile appliance that the children can use without going up to the whiteboard.

iiii) Stationery

This includes all types of stationery from paper to highlighters. We can compete with the likes of ESPO on costs but exceed in our service as our products can be delivered on a same day/next day basis, EVEN PAPER! Running short of paper? Why not give us a call! We also offer a pallet price on the paper and will deliver this in small quantities on an as and when basis if you do not have space, allowing you to take the advantage of the cost. We will advise you when your pallet is coming to the end so you can order more. To make ordering even easier, we have an online system or you can email us, text us or call us.

iv) Stamps

We sell all the standard Post Office stamps from normal 1st& 2nd class and large letter stamps at the standard face value, which can be delivered with your normal stationery, saving you the hassle of queuing at the Post Office.

v) Seating and Furniture

We can supply anything from a nursery chair to an office rebuild. Office furniture costs can be spread over an agreed period allowing for better finance budgeting. Please contact us for a brochure.

vi) Budgets and end of finance year

If you have any budget left coming to the end of the finance period, we offer a pay now and call it off when you require it, even if this goes into your next financial year.

vii) IT equipment

We can offer a big range from laptops, notebooks, iPads, OliPads, and all the accessories that accompany them.

viii) Carbon Smart

Jackson Office Products are a GOLD accredited carbon smart company - one of the first within our sector to achieve the gold standard. We can help you acquire this standard whilst saving you money!

Please feel free to contact us for a no-obligation discussion to see if we can help make things easier

You can find us on page 67 of Head Teachers & Bursars Handbook Procurement 2012/2013

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Service Level Contract Agreement

**Jackson Office Products offer four types of contract:
Comprehensive, Standard, Bespoke and As & When.**

Standard Contract:

This package will cover repairs to a large range of electrical equipment and audio visual, this will include the collection and delivery of the product and a spare part cost up to the value of £30. Jackson Office Products are celebrating their GOLD carbon smart accreditation and part of this achievement is to offer our customers the opportunity to have their equipment repaired rather than replaced. This is very much more cost effective to you the customer and better for our environment! Please see the equipment schedule.

Comprehensive Contract:

This package includes all the benefits of the standard contract as well as repairs and servicing to data projectors, PCs and periphral equipment. This contract is designed to give the customer complete confidence and security whilst offering the assurance of repairs to the equipment stated on the schedule. Spare parts cost up to approximately £30.

THIS COMPREHENSIVE COVER DOES NOT INCLUDE ACCESS OR SAFETY EQUIPMENT AND P.A.T. (PORTABLE APPLIANCE TESTING). However we can recommend companies that will repair this equipment.

Bespoke Contract:

This package allows you the opportunity to choose which products you would like to be maintained on a contract basis. Please send your chosen list by email to enquiries@jacksonofficeproducts.co.uk and we will cost this service and return to the senders address.

As and When Contract:

This package is available for ALL customers to enable you the possibility to have your equipment repaired as and when required rather than paying in advance.

This is a no up front charge package but still offers peace of mind with a professional collection/delivery and repair service to a wide selection of machinery with a charge for ALL equipment repaired. Charged on a time and materials basis:

£30 minimum charge applies + parts

£60 for the first hour and £50 thereafter + parts

Repairs:

The equipment will be collected from your address, taken back to our technical department, assessed and repaired and then delivered back to you.

We will apply our standard charge of £27.50 for collection and estimation should you decide not to go ahead with repair work.

Depending on which package/contract type you have chosen, parts will be supplied and fitted to the maximum value of your contract/package. If the part(s) required cost more than your contract/package, you will be charged for any amount over and above the part charge.

Should we be unable to repair your equipment, we will get an estimate from another supplier. On your acceptance of this estimate, the work will be undertaken and delivered back to you. Should you choose not to have the work carried out but require the equipment to be returned, a charge of £27.50 will apply. The £27.50 charge is only made for the 'As and When' contract or if an item is on the chargeable list.

Exceptions and items not covered on the above contracts:

All consumables including ink, toner, drums, fusing units, lamps, external adaptors, etc. Products damaged by misuse, vandalism, dropping or neglect. An estimate will be provided and the full costs will be charged. If the estimate is refused we will charge £27.50. This charge will not apply if you have the comprehensive contract, you will only be charged for parts.

Payment method:

Contracts are charged in advance by invoice and will be renewable annually at terms agreed. This invoice will require prompt payment to secure the fast turnaround of the equipment repairs. Late payment may result in longer periods of equipment down time.

TERMS AND CONDITIONS**Collection & Delivery:**

We endeavour to collect equipment for repair within 48 hours of the call being logged. Repairs will be returned within 10 – 14 days from collection unless parts are required or we have sent the item off site for repair.

Warranty:

Jackson Office Products will warranty the repair for a period of 90 days for equipment with no moving parts and 30 days for all others. This warranty will not apply to misused or user-damaged items. ALL WARRANTY QUERIES MUST BE REPORTED WITHIN THE WARRANTY PERIOD.

Disclaimer:

Jackson Office Products will not be held responsible for any losses or costs/profits lost as a result of any repair or attempted repair. We will also not be responsible for any data lost. Please ensure data is backed up before you releasing equipment.

Prices were correct at time of setting up on the website, please contact us for up to date prices

Disposals:

Collection and disposal of items such as old equipment, florescent tubes, toner and ink cartridges can be arranged. All the above will be collected with the view of disposal following either the WEEE regulations or the carbon smart way of recycling. Hard drives and/or floppy disc: we will endeavour to erase all information prior to recycling/scrapping these items, safeguarding any information or data getting into the wrong hands.

If an item cannot be repaired, we can dispose of it for you though any charges may apply.

Jackson Office Products, Our Promise!

- We have been trading for some 66 years and have always treated our customers with respect. We endeavour to adhere to their requirements with our quality of service and honesty whilst working together to achieve perfect harmony.
- We are now entering another era and very much look forward to furthering this with the chance to enhance and compliment our service offering these new services
- We promise to attempt the repair as stated and supply parts to the value agreed
- We will provide a quotation for the repair and await your reply before commencing or undertaking any additional work
- On collection of any product, we will leave a copy of our repair note for your records and proof of collection of goods.
- On reporting of any repair, we require a contact name, telephone number or email address. We will also require a complete and comprehensive description of the fault(s) and collection address.
- School holidays: we will still aim to collect/deliver equipment during holidays. We would need the contact details as above and preferably a mobile number and/or the caretaker's details to gain access to the premises.

Schedule of Rates for As and When Contract:

Labour Charges: £60 (up to and including the first hour, including travel)
£50 (per hour thereafter)
Additional costs: parts (an estimate will be provided before any parts are fitted)

The current minimum charge is £30.00

Should no fault be found on equipment, a £27.50 charge will apply.

All prices quoted in this document are subject to VAT

Prices were correct at time of issue. Please contact us for up to date prices.



Schedule of equipment for repair

<p>Basic audio/visual cover Amplifiers Audio mixers Compact disc players/recorders Cassette recorders Comber equipment DVD players/recorders DVD/VCR equipment Headphones and listening centres Hi-fi equipment Language teaching equipment Mini disc players/recorders Overhead projectors/Slide projectors PA equipment Televisions and combinations of TV</p>	<p>Audio visual plus cover (Includes all basic audio/visual cover)</p> <table border="0"> <tr> <td>Adaptors</td> <td>Lights</td> </tr> <tr> <td>Answer machines</td> <td>Low voltage p/s</td> </tr> <tr> <td>Battery chargers</td> <td>Megaphones</td> </tr> <tr> <td>Binders</td> <td>Meters</td> </tr> <tr> <td>Boilers</td> <td>MFA board</td> </tr> <tr> <td>Bubble Tubes</td> <td>Microphone</td> </tr> <tr> <td>Cables</td> <td>Microwave oven</td> </tr> <tr> <td>Camcorders</td> <td>Mixer units</td> </tr> <tr> <td>Cordless Telephones</td> <td>Musical keyboards</td> </tr> <tr> <td>Digital camera</td> <td>Musical instruments</td> </tr> <tr> <td>Dimmer unit</td> <td>Oscilloscope</td> </tr> <tr> <td>Distribution boxes</td> <td>Paper shredder</td> </tr> <tr> <td>Drum machine pedal</td> <td></td> </tr> <tr> <td>Duplicator</td> <td>Pencil sharpener</td> </tr> <tr> <td>Educational toy</td> <td>Pixie</td> </tr> <tr> <td>Electric fire</td> <td>Power Pack</td> </tr> <tr> <td>Electric guitar</td> <td>Power supply</td> </tr> <tr> <td>Electric kettle</td> <td>Projection screen</td> </tr> <tr> <td>Electric letter opener</td> <td>Pumps</td> </tr> <tr> <td>Electric piano</td> <td>Remote control</td> </tr> <tr> <td>Electric sander</td> <td>Remote control car</td> </tr> <tr> <td>Electric stapler</td> <td>Roamer</td> </tr> <tr> <td>FElectric typewriter</td> <td>Rotator</td> </tr> <tr> <td>Fax machine</td> <td>Science equipment</td> </tr> <tr> <td>Food mixer</td> <td>Stop clock</td> </tr> <tr> <td>Food processor</td> <td>Strip heater</td> </tr> <tr> <td>Guillotine</td> <td>Switch box</td> </tr> <tr> <td>Heat sealer</td> <td>Switch pad</td> </tr> <tr> <td>High voltage power supply</td> <td></td> </tr> <tr> <td>Hot glue gun</td> <td>Synthesiser</td> </tr> <tr> <td>Incubator</td> <td>Tea urn</td> </tr> <tr> <td>Junction box</td> <td>Treadle</td> </tr> <tr> <td>Laminator</td> <td>Water bath</td> </tr> <tr> <td>Lead</td> <td></td> </tr> </table>	Adaptors	Lights	Answer machines	Low voltage p/s	Battery chargers	Megaphones	Binders	Meters	Boilers	MFA board	Bubble Tubes	Microphone	Cables	Microwave oven	Camcorders	Mixer units	Cordless Telephones	Musical keyboards	Digital camera	Musical instruments	Dimmer unit	Oscilloscope	Distribution boxes	Paper shredder	Drum machine pedal		Duplicator	Pencil sharpener	Educational toy	Pixie	Electric fire	Power Pack	Electric guitar	Power supply	Electric kettle	Projection screen	Electric letter opener	Pumps	Electric piano	Remote control	Electric sander	Remote control car	Electric stapler	Roamer	FElectric typewriter	Rotator	Fax machine	Science equipment	Food mixer	Stop clock	Food processor	Strip heater	Guillotine	Switch box	Heat sealer	Switch pad	High voltage power supply		Hot glue gun	Synthesiser	Incubator	Tea urn	Junction box	Treadle	Laminator	Water bath	Lead	
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Jackson ..and the environment

How we are continuing to cut our impact on the environment

Who we are

Jackson Office Products have been providing office supplies to businesses for over 67 years. We offer over 25,000 stationery, furniture and other office related products to our clients as well as photocopying and printing services.

What we've done

We joined the award-winning SoGoEco scheme in 2008, allowing us to become certified with carbon footprinting and sustainability experts Carbon Smart.

Carbon Smart identified the key areas which we could act upon to improve our environmental performance.

Since then we have **reduced our carbon footprint per employee by over 28%** by following Carbon Smart's clear, practical plan.

We are aiming to reduce this by a further 3% over the next year.



Want to know more?

Special price for chamber members:

£875* reduced from **£1295**

To find out how you can join the award-winning SoGoEco scheme, please contact **Steve Beard** on **024 76 636 332**

or at steveb@jacksonofficeproducts.co.uk

* Price is based on small to medium enterprise, larger businesses may be on a bespoke basis

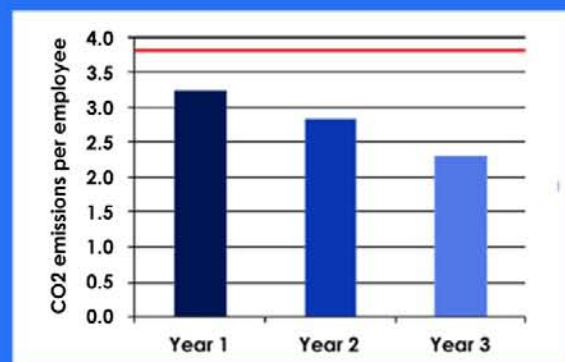


Jackson's Managing Director Steve Beard and wife Sue accepting the Gold award from Carbon Smart in 2011

Did you know?

We were one of the **first companies** in the industry to become Carbon Smart Gold certified!

'Since 2008, we have reduced our carbon footprint per employee by over **28%**'



Please see reverse for details

So what is So-Go-Eco?

The So-Go-Eco scheme is a straightforward and affordable programme that enables small and medium sized enterprises to achieve their environmental potential. The award is low cost, practical and hassle-free.

Just like recycling, the award makes improving your environmental performance part of the everyday running of your business

Over 160 businesses have already achieved the award. Sign-ups include: Comic Relief, Proper Oils, City Fringe Partnership and the London Community Recycling Network.



Which award is best for you?

The SoGoEco scheme works in three stages, depending on where you are at and what you want to achieve

Blue - commit to taking action

- ✓ You already recycle
- ✓ You want to reduce your environmental impact further
- ✓ You want to measure your carbon footprint
- ✓ You want to set a carbon target and take action to achieve it

Silver - make carbon reduction part of your business

- ✓ You are managing your energy and resource use
- ✓ Basic metrics for measurement and monitoring are in place
- ✓ You want to get your staff involved
- ✓ You want to show year-on-year improvement and cost savings

Gold - achieve exceptional environmental performance

- ✓ Environmental values are part of your business
- ✓ Energy and resource use are measured regularly
- ✓ You want to achieve exceptional environmental performance
- ✓ You want to green your relationship with suppliers, local communities and others

• Reduce your carbon footprint

• Win business

• Reduce costs

• Motivate your staff



What does the award include?

- Measuring your carbon footprint
- Site visit to assess energy and resource usage
- Personalised carbon reduction target and action plan for your business
- Training workshop to enable you to take practical action:
 - To reduce waste, inefficiency and costs
 - Promote your environmental credentials
 - Win more business
 - Understand climate change and carbon offsets
- Develop a great environmental policy
- Staff motivation pack
- Certificate and listing on the Carbon Smart register



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