

The Worx

THE BI-ANNUAL **officeworx** NEWSLETTER



GLOUCESTERSHIRE BUSINESS AWARDS

Officeworx make it
to the final

FOCUS ON

Sherbornes Solicitors
share business
acquisition tips

PLUS MUCH MORE

Christmas trees, London
Marathon, cocktails
and GDPR



Howard, Rob, Paul, Katie and Kate dressed up ready for the night



OUR FINALISTS

Katie is Finalist at

The Gloucestershire Business Awards 2017



In September our very own Katie Weyman was announced finalist in the 'Best Employee' category at The Gloucestershire Business Awards 2017! Every year these prestigious Awards discover and celebrate new talent and share the success of established firms and business people in Gloucestershire.

We were very excited to hear Katie had become a finalist. Head of our marketing division, Katie continually goes above and beyond for Officeworx and always ensures our reputation is the best it can possibly be.

One of Katie's initiatives is investing more time to charity work. This in turn has not only helped our local community but also greatly improved our business relationships and online activity. **If you get a chance, please visit our Officeworx Twitter page which is run by Katie and see some of her initiatives brought to life!**

Katie was pipped to the post on the night by another Katie – many congratulations to Katie Young of Completely Motoring and all the winners on the night. The full list of winners and finalists (and Katie's nomination video) can be found at:

www.gloucestershirelive.co.uk/news/business/winners-gloucestershire-business-awards-2017-585762

Thank you Gloucestershire Business Awards, we had a wonderful evening but Katie is still the winner in our eyes!



Katie makes it to the final

Gloucestershire Businesses Dig Deep at the Colour Connection & Officeworx 'CCP Quiz Night'

After much anticipation, the collaborated efforts of Colour Connection and **Officeworx** came to fruition, at **Brickhampton Golf Complex** this October all in aid of **CCP Charity**. The quiz, affectionately known on Twitter as #CCPQuizNight, was a complete sell out with 24 tables ready and raring to compete on several subjects including: – music, sport and general knowledge, plus some special rounds involving members of CCP, Colour Connection and Officeworx. Our charismatic quizmasters were Deputy CEO of CCP, Dave Jones and Colour Connection's Nikki Budding, who both entertained us throughout the night.

The event was organised to raise vital funds for CCP who help transform young people's lives by preventing homelessness, strengthening families and promoting independence.

With many of the teams in attendance from the Gloucestershire business community, not only was this a great way to raise money, but also to raise awareness for CCP and the work they do.

As for the quiz itself, it was a close-run victory for the Randall & Payne team "Between the Spreadsheets" who came out on top after a tie-breaker question versus the Sherbornes Solicitors team. Skylight9 came third and teams from CCP and Colour Connection completed the top 5.

We are so pleased to say that all the time and effort put in to making the night happen was a great success – a whopping £1,661.70 was raised for CCP. Funds were raised through sales of quiz tickets, donations, raffle tickets and an auction. We'd like to say a huge thank you to the following businesses who kindly donated prizes for the raffle : – **Bowden Hall Hotel, Tewkesbury Park, Roses Theatre, Interior Needs, Prestbury Marketing, Cotswold Wildlife Park, Gloucester Old Spot, Susan Molyneux, Randall & Payne, Marchants Coaches, Inside Out, Helping You Services, Funky Warehouse, Cheltenham Racecourse, The Mayflower, Ellenborough Park, Waghornes Butchers, Spice Lodge, Cheltenham Town FC, Bills Restaurant, Brewhouse and Kitchen, Blue Bamboo, Gloucester Quays, Gloucester Carpet Outlet, Brickhampton Court Golf Complex** and more. Your generosity contributed greatly towards the success of the event. Congratulations to those who won prizes and bid highest in the auctions.

To see all Tweets from the night head to Twitter and use the hashtag #CCPQuizNight.



Officeworx and Colour Connection marking the answers



Katie & Howard (Officeworx), Nikki Budding (Colour Connection) and Dave Jones (CCP) with Randall & Payne winners, Ollie Newbold, Richard Gray, Aimee Berry and Tim Watkins



Watch this space for the next event!

NEW FOR
2018!

officeworx and Knights & Hyde

Working Together

We've been very busy discussing new ideas and promotions across both companies and are pleased to bring you two new initiatives for 2018!

Janitorial Supplies Brochure

We are pleased to add our new janitorial catalogue to our library in 2018! We've teamed up with Knights & Hyde and their suppliers to produce this ever colourful and easy to read publication. It has all your janitorial needs in one place so no need to spend ages flicking through our big catalogue!

To celebrate our first joint venture and spring is just around the corner, we're offering 3 for 2 on all products in the catalogue in the month of February and March!

OFFER!
3 for 2



**Please ask
for a copy today!**

Wall Planner

We've designed and printed our very own wall planners for 2018! Better yet, we're donating some of the proceeds to charity.

Knights & Hyde are donating their proceeds to Cransley Hospice, a loyal customer and respected hospice in Kettering. Officeworx put out our charity choice to our customers and Sue Ryder, Leckhampton Court Hospice won the majority of votes. We had great pleasure visiting the hospice and finding out more.

We were shocked to find out the amount of money (£42.5 million a year) this invaluable Gloucestershire hospice needs to raise in order to continue providing services, not only as an end of life hospice, but a day centre for sufferers of incapacitating illnesses.

Our 2018 planners cost £3 + VAT each and Officeworx will donate £1 to Sue Ryder for each planner sold.

Thank you to all our customers who have purchased so far, we really appreciate your support.

If you would like your own bright and cheerful A1 130gsm glossy wall planner please let us know, it will help us raise vital funds for this highly valued hospice in Gloucestershire.

Thank you.



Would you like your own company wall planner designed and printed for 2019? Please get in touch with Kate - kate@officeworx.co.uk

Sue Ryder

FOCUS ON



Simon Burns and
Darren Sherborne help
make the right moves

Sherbornes Solicitors, Cheltenham

Thank you to Sherbornes Solicitors in Cheltenham who helped us with our recent acquisition of Knights & Hyde Ltd in Kettering. Have you ever considered buying another business? Here are some useful pointers from Sherbornes:

It is widely admitted that the biggest hassle for law firms can be stationery. We all need that specific pen with the amazing tip, that large enough folder to hold all our documents but also not too large to fit inside the drawers and of course, endless post-its and paper clips in all sizes and colours! We have to have them all! We are happy to say that Officeworks has it all. That's one of the reasons why we've been using them for the last 4 years. If we're not sure which product would best suit our needs, we can have a chat with them and, based on their knowledge of their products, they'll suggest the best solution.

However, our relationship evolved when Paul and Rob decided to choose us as their legal advisers in Knights & Hyde's acquisition. They met with Simon Birks, Head of Corporate Law, to discuss the requirements and in June 2017, the acquisition took place successfully and as planned.

When it comes to purchasing a business, you probably won't have had much (if any) experience of the sale process and you'll want a specialist on hand to take you through what can be a daunting and challenging journey. For those who have been through it, they will tell you that it's a full-time job to run a business and it's another full-time job to purchase one at the same time!

It's always a good starting point to ask for a quote for the legal costs. With everything we buy, we make a value judgment and this shouldn't be any different. Some firms might factor into their quotes, the time taken to oversee the

stock take for example - and then the extra time to sign it off (at the partner's hourly rate most likely). Others, like us, take a more pragmatic approach and, unless there's a good reason for us to get involved, we can leave such matters to the buyer and seller to organise between themselves; particularly when the stock is only worth £150 at best! This results in a lower quote and you must decide how much depth you want your lawyer to go into. But you only know this if you ask the right questions.

Sometimes we are all too afraid and far too 'English' to discuss money matters, but don't be scared to ask the questions that will allow you to make that value judgment:

- Is it a quote (which is fixed) or an estimate (which is not)?
- How has the firm arrived at that quote?
- What has it taken into account?
- Can you take responsibility for any of those tasks?
- Who will be doing the work? Is it a partner/director or senior solicitor in the firm or will tasks be delegated to junior members of the firm and if so, which tasks?
- What assumptions have they made? (i.e. do they expect to be fielding and answering all the questions raised about the business when you are more than prepared to do this?)

Also, don't be afraid to ask friends or acquaintances, who have bought or sold a business in the past roughly how much they paid in fees. They can always tell you to mind your own business (pardon the pun!) but our guess is that they won't.

For more information on Sherbornes Solicitors and the services they offer please visit www.sherborneslaw.co.uk or call 01242 250039.

DOING GOOD IS GOOD FOR BUSINESS

Officeworx Run the Extra Mile for Charity

Officeworx Directors Rob and Paul joined Anthony Nellis of Questline Global and helped him with his 'TEN4CCP' (10 events for charity CCP to celebrate his 10 years in business) by running the Cheltenham Triathlon and the Cheltenham Half Marathon.

At the Cheltenham Triathlon, Anthony, Rob and Paul were joined by Cordell Ray (CCP) and Kate Daws (Gloucester Old Spot) to make up the team completing a 500m swim, 13k cycle ride and a 2.5k run each!

Rob and Paul also joined Anthony for the Cheltenham Half Marathon, pounding the streets 13 miles around Cheltenham.

Their participation has helped Anthony reach closer to his fundraising target of £8,000. For more information on Anthony's TEN4CCP challenge or to donate please visit:

<https://www.justgiving.com/fundraising/questlineten4ccp>



Rob and Paul are welcomed back by Mayor Klara Sudbury



Half Marathon at the Cheltenham Challenge 2018



On June 17th, we will be proudly sponsoring the Cheltenham Challenge Half Marathon race organised by the charity CCP. There will be no participating for us this time though - we will be kept busy again, hydrating the half marathon runners at our water station at the top of Cleeve Hill! If you're interested in the challenge please visit: www.cheltenhamchallenge.org.uk. 5k and 10k challenges are also available. It's a great day and we look forward to seeing some familiar faces! Come and say hello!

Hamper Scamper 2017

Officeworx spent two days helping CCP with their Hamper Scamper appeal this Christmas! We joined forces with our friends Prestbury Marketing packing hampers ready to be distributed to the vulnerable for Christmas.

Without support from volunteers and local businesses CCP's appeal simply would not happen and we feel proud to have played a part in **1671 hampers** being gifted this Christmas.

Every year we donate food to the appeal, however this Christmas we were given the opportunity to adopt two families and personally choose and buy the food and toys we put in each hamper.

Kate and Katie also helped ramp up the appeal by food collecting at Tesco's Cheltenham. They collected over two trolley's worth of food in one morning!

We're already looking forward to Hamper Scamper 2018! To get involved or team up with Officeworx this Christmas please get in touch! Please visit:

www.ccp.org.uk/appeal/hamper-scamper or call 01242 228999.



HOT OFF THE PRESS

We're very excited to announce Rob and Paul have secured last minute entries into the London Marathon 22nd April, a lifelong dream for both! They need to raise £2000 for WellChild, a charity providing specialist care and practical support to seriously ill children nationwide. With the head office in Cheltenham, WellChild make it possible for children and young people with exceptional health need to be cared for at home, instead of hospital, wherever possible. If you would like to support WellChild and help Rob and Paul get to the target please donate on their Virgin money page: www.uk.virginmoneygiving.com/officeworx



officeworx



THANK YOU

Christmas 2017

The Officeworx Christmas Tree Decorating Competition

After the success of our 'Elfie Selfie' 2016 Christmas campaign and money raised for CCP, we were keen to conjure up another festive competition, enabling customer interaction and charity recognition at the same time. What better than a Christmas tree decorating competition?! We decided to bulk buy the trees and approached Maggie's, a charity close to our hearts at Christmas to see if they would like to become involved.

Maggie's provide practical, emotional and social support to people with cancer needs in Gloucestershire and nationwide. They offer invaluable support at a life changing time for sufferers and Officeworx have felt privileged to have helped such a necessary charity. Volunteers and Maggie's visitors have really got involved with the campaign, having fun and raising vital funds for the charity at the same time.

Officeworx supplied the trees and DIY stars and distributed to our customers and supporters. For every decorated tree emailed or posted on our Twitter page #officeworxtree (take a look!) we donated £1 to Maggie's. It was wonderful to see so many getting involved. Some themed their trees around their business and others used stationery items supplied by Officeworx to win our hearts!

Hobbs Brothers, Gloucester impressed us the most with their Australian 'down under' tree and were the lucky winners of £100 of Love2shop vouchers! Close second came Morgan Associates with their lettings themed tree beautifully decorated with sparkling house keys and third place went to EIG Ltd with their Royal Family theme.

For information on Maggie's please visit:
www.maggiescentres.org or call 01242 250611.

We hope the trees brightened your offices and you all had a lovely Christmas.



Les & Silvana Jones (Hobbs Brothers)



COMING UP

The Gloucestershire Business Cocktail Competition



Do you enjoy making cocktails? To celebrate our cocktail themed catalogue, we're asking you to create a cocktail specially tailored to your business. For example, we could make a cocktail and call it WORX ON THE BEACH! The winning cocktail recipe will be professionally printed and presented on high quality paper for distributing to your followers. We will also professionally design social media marketing material for you to use via email or your preferred social media platform. We'll also throw in a pair of cocktail scales so the winner can continue with their mixologist skills!

Please be aware the winning cocktail MUST taste delicious and the Officeworx team will be testing and tasting your recipe.

Entrance requirements will be announced very soon so get thinking! We'll be supplying additional DIY cocktail templates and cocktail stirrers to present your finished cocktail!



Watch this space!



FINALLY

Are you ready for the new GDPR (General Data Protection Regulation) legislation coming into effect 25th May 2018? All organisations will have to be compliant, ensuring secure electronic and paper-based data collection, storage, access and disposal.

With around 40% of data breaches expected to be paper-based we would like to offer this GDPR ready shredder at a great price!

Rexel Promax REX823 Cross Cut Shredder

- Up to 8 sheet capacity
- 4 x 40mm cross cut
- 220mm throat width, 23 litre bin
- P-4 security level

£59.00

plus VAT
RM50404
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