



Facility Products

A key part of the solution

Staples Advantage Facilities Brochure

www.staplesadvantage.eu

Your single-source supplier

Completing our total customer solution

Businesses and organisations need more than just traditional office and computer supplies to run smoothly, and at Staples Advantage we're well aware of that fact. It's why we offer customers extra value through our Facility Products Category. It includes a comprehensive range of items and supplies that cover all your facility needs. We deliver facility products in six key categories covering needs from the washrooms to the mail-room and from the canteen to the warehouse:

- Catering
- Cleaning & Waste Management
- Hygiene
- Packaging
- Safety & Personal Protective Equipment
- Business Interiors

Countless organisations, including major corporations and retail, healthcare, educational and governmental institutions already count on us for their office supplies. But when you source your facility products from us as well, you simplify and speed up your purchasing operations even more. This consolidated approach – which our procurement consultancy experts can tailor exactly to your needs – gives the maximum value possible in terms of efficiency, cost management, and purchasing insight and control. Buying facility products together with all your other business supplies is simply a logical combination – it's what creates the total customer solution we offer.

Staples Advantage understands our business needs and developed a solution that worked for all of our business units, in particular for facility products, whilst reducing procurement and supply chain costs. Product innovation and end user preference was always our aim and they delivered this successfully whilst implementing a smooth transition from our original numerous suppliers to a single source supplier model."

Group Procurement Manager Amey plc - UK



STAPLES



Fast, streamlined ordering

Ordering is easy and user-friendly

“Crucial factors for winning the Facility Supplies tender were price, quality of products offered, excellent customer support and connectivity to their online procurement system. By virtue of the above compliments Staples Advantage is a perfect vendor for Deutsche Post AG.”

Purchasing Manager Deutsche Post/DHL - Germany

One contact, one order, one shipment – within a day, you have all the office supplies, business items and facility products that you need delivered in one go. What could be easier? Ordering facility products together with your other business supplies streamlines your procurement processes and the flow of goods within your operations to the utmost. And with the environment in mind, that's also one less van that has to make a trip to your door.

Our ExpressOrder webshop makes it easy to order your goods in a consolidated, simultaneous way. More than 80% of our customers use this advanced, user-friendly system. ExpressOrder also offers a range of features for easy ordering:

- Fast, easy product search
- Login with email address and secure password policy
- Automatic order-routing through your designated approval channels
- Seamless integration with existing eProcurement tools
- Order consolidation to lower costs per transaction
- Multilingual capabilities

Safe, sound and sustainable

Environmentally and socially preferable products



FSC



RECYCLABLE



100% RECYCLED



BLUE ANGEL



ECF



PEFC



FAIR TRADE



RECYCLED



ERGONOMIC



GREEN DOT



TCF



NORDIC SWAN

At Staples Advantage, we're seriously committed to Corporate Social Responsibility (CSR). We approach CSR as an essential business practice, not merely because it is the right thing to do, but because it has a direct link to our overall business success. We are committed to meeting the needs of organisations everywhere while minimising our impact on people and the environment, promoting social equity and ensuring economic vitality.

We only work with suppliers and transporters who comply with the social, ethical and environmental standards set out in our CSR policy. By leveraging our global power and position in this way, we encourage better CSR practices amongst suppliers worldwide, and stimulate the production of more environmentally and socially preferable facility products. You see this reflected in our selection of Fair Trade coffee, non-chemical cleaning products, recyclable packaging material, environmentally preferable hygiene solutions, and more. We promote our environmentally and socially preferable Facility products in our new, recyclable CSR catalogue, and make a concerted effort to encourage and enable 'paper-free' online ordering.

Seal of approval

Most Staples Advantage sites in Europe are certified for either ISO 9001, 14001 and/or OHSAS 18001. Many of our Facility Products are also certified to demanding third-party standards.

STAPLES



PACKING LIST ENCLOSED

Our Facility Product lines

Delivering all the facility products you need

Imagine how much time, administration and unnecessary costs you could save if you source all your business supplies - from desktop and computer items, to cleaning and protective equipment, and even storage boxes and hand sanitation - from the same supplier. At Staples Advantage, we can deliver the facility products you need in six different categories. In each you'll find the premium brands you may prefer, as well as high-quality alternative options, such as our private label products.

Catering

Coffee, beverages, snacks, cutlery, party sets, appliances and more: we can provide a tailored catering assortment for informal daily use as well as for large special gatherings - from the coffee corner to the boardroom.

Cleaning & Waste management

Everyone enjoys being in surroundings that are fresh, clean and tidy. Bright windows, shiny floors, sparkling washrooms and spotless desks and tabletops make any environment a more attractive and pleasant place to be. We supply all kinds of waste-paper baskets, recycle bins and the cleaning products you need to keep it that way.

Hygiene

A clean workspace is important, but always has to be combined with personal hygiene as well. When there are people around, it's also important to ensure they work as

hygienically as possible. Our hygiene products keep invisible germs and bacteria to a minimum, which maximises the health, wellbeing and productivity of everyone in the building.

Packaging

Aside from making an all-important visual 'first impression', packaging serves a number of important purposes. It barricades and protects, enhances efficiency and convenience, and makes it easy to get things from one place to another. In our packaging line you'll find all the products you need for storing, protecting, mailing and shipping.

Safety & Personal Protective Equipment

Employees are a company's greatest asset, so their health and safety should be a top priority - as well as that of anyone else who visits or makes use of your facilities. We offer a comprehensive range of Safety & Personal Protective Equipment to handle everything from potential dangers on the workfloor to on-site emergencies.

Business Interiors

Although sometimes overlooked, products and accessories such as desk lamps, floor mats, wall clocks, folder racks and coat stands provide the essential finishing touches to a professional interior. Our Business Interior range features many different items necessary to make the workplace complete.

STAPLES



Hygiene

Going beyond just clean

It's our business to make your business easier. Where there are people, there are germs and bacteria. Our comprehensive hygiene product assortment makes it possible to ensure that everyone in your building can maintain high levels of personal hygiene at all times – from the washrooms to the pantries, and even at their desks. The range includes hygiene products, dispensers and refills suitable for practical, high-capacity situations, as well as locations used by visitors and special guests.

Providing an all-round sanitary solution

When you source our from our Facility offering, you can purchase the best possible products from market-leading brands for every aspect of your business – from catering to packaging and safety equipment. We also offer an extensive range of hygiene products that keep your environment as clean on the microscopic level as it looks on the surface.

- Tissues, refreshing towels
- Toilet paper
- Hygienic cleaning towels
- Hand towels
- Dispensers
- Air fresheners
- Washroom products
- Hand sanitation
- Soapless/waterless cleaning towels

The critical, extra-clean touch

One of the most effective ways to minimise the presence of germs and bacteria in your organisation is to make it easy

for people to maintain high levels of personal cleanliness – especially regarding hand hygiene. Some 80% of germs are spread by touch, and it's possible in certain work situations for a person to touch up to 300 different surfaces in 30 minutes. The most critical locations when it comes to hygiene are washrooms and food preparation areas. According to research, approximately 40% of people do not wash their hands often, or long enough, to prevent the spreading of bacteria. The right kinds of easy-to-use hygiene supplies, such as paper hygiene disposables and paper dispensers, not only help minimise hygiene risks, they reduce costs and unnecessary consumption of materials as well. And if that's not enough, studies show that proper hygiene can reduce costs related to illness and absenteeism up to 50%!

Doing our part for the planet

All our suppliers and transporters are required to meet the high standards we've set for Corporate Social Responsibility, but our dedication to CSR doesn't stop there. We also actively search for hygiene products that are as recyclable and environmentally preferable as possible. By including these products in our range, we make it easier for you, our customer, to do your part for the planet too.



Cleaning & waste management

A clean and uncluttered workplace

The way your workplace looks is not only a reflection on your organisation, studies show that people also work better and more productively in surroundings that are clean, tidy and attractive. Our wide range of cleaning and waste management products features all you need to keep it that way. What's more, actual costs of cleaning supplies and equipment are often hidden in overall cleaning contracts. Doing business with us means you see exactly what your costs are, giving you more insight into, and control over, your cleaning expenditure.

Fresh, clean and tidy

Our Facility offering makes it possible to purchase the best products from market-leading brands for every aspect of your business efficiently and cost effectively. These include products for catering, personal protection, hygiene and more. Our extensive selection contains everything you need to keep your surroundings fresh, clean and tidy.

- All-purpose cleaner
- Dishwashing liquid, brushes
- Sponges & Tea towels
- Glass cleaners
- Washing powder
- Dust cloths
- Abrasive cleaner
- Jugs
- Mops, Brooms and dustpans
- Furniture polish
- Cleaning trolleys
- Waste bins, bin liners
- Wastepaper & recycling bins
- Disposable cup collectors
- Ashtrays

Cleanliness means healthiness

The importance of cleanliness goes beyond appearances. There is a direct relation between how clean an interior

environment is and the health of those who use it. During the day, dirt comes inside and people produce waste. At the end of a working day, desks, floors, furniture and many other touch points will bear their share of dirt along with the associated germs and bacteria. Did you know, for instance, that a single person, on average, brings in 0.58 grams of dirt per day, and that it costs € 0.75 to clean this? What's more, if cloths, sponges, mops and other equipment are not refreshed regularly, or if they are used for multiple purposes, they simply start spreading dirt and germs, and cross-contaminating surfaces. It's important to use the right tools in a proper way for truly effective cleaning that keeps an interior as healthy as possible.

Better for the environment

Some cleaning products are a mixed blessing. They make it possible to keep your environment fresh and healthy, but they often contain strong chemicals or other abrasive ingredients. At Staples Advantage, we take a very proactive approach to Corporate Social Responsibility (CSR). This means that aside from requiring our product and service suppliers to meet our own high CSR standards, we also continue expanding our Facility range with products that meet the strictest criteria for environmental and social sustainability. Our Cleaning & Waste Management Category offers such preferable alternatives, including special disposal systems that promote effective recycling and non-chemical cleaning solutions.



Packaging

Handling your documents and goods

It's our business to make your business easier. It's our business to make your business easier. Even in this age of digital communication, the storing, shipping and mailing of hard-copy information and goods is still an essential part of every business. Using the right tools and materials makes it possible to do the job much more efficiently and effectively. Our extensive range of packaging for storage, mailing and shipping enables you to do so easily.

Smooth operations

Our Facility Products Category offers all you need to keep your environment clean, your workplace safe and those who use it energised. It also includes a range of products designed to keep your documents, archives and other articles safe, and your mailroom processes operating smoothly.

- Pack and storage boxes
- Mailing boxes
- Mailing tubes
- Packing materials
- Glues, tapes and stickers
- Tape dispensers
- Label printers
- Cutters and twine
- Mail baskets
- Labels

The science of good packaging

There's more to packaging than meets the eye. There is a real science to enclosing or protecting products for

distribution, storage, sale and use. But whether it's a simple business envelope or a box containing highly fragile goods, packaging has three main functions. The first is to separate and protect the contents from the environment – and vice versa. Secondly, packaging materials and containers are often stored before and after they are filled, so they must be able to fulfil a practical storage function as well. And lastly, its transport function means packaging must be designed in such a way that allows safe and easy holding, lifting, moving and stowing. The range of packaging materials we offer makes it possible to protect, store and transport in a way that also minimises packaging material requirements and increases the speed and reliability of the packaging process.

The 'right' products in many ways

When you're talking about packaging, using the 'right' products not only means those that make a positive impression on recipients, but also those that make the most economical and environmentally responsible 'match' between the carrier and its contents in terms of size and weight. Because of our proactive Corporate Social Responsibility approach, our packaging range contains products that meet the strictest criteria for environmental and social sustainability, including recycled mailing, storage and shipping materials.



Catering

Refreshing your business

The ability to take a refreshing break now and then keeps people feeling alert, satisfied and more energetic. We deliver an extensive range of drinks, snacks, small kitchen appliances and other catering-related products to keep employees – as well as those who use or visit your facilities – fuelled and refreshed throughout the day. Whether it's for the break-room or boardroom, an afternoon snack or large-scale party, we can ensure your kitchen, canteen or refrigerator is properly stocked and ready.

Everything you need

Our Facility offering helps you purchase the best possible products from market-leading brands for every aspect of your business. This includes sectors such as cleaning, packaging and safety equipment, but also the all-important area of catering – we can provide almost everything you need.

- Coffee and tea
- Coffeemakers
- Tablecloths and napkins
- Sweets & biscuits
- Instant soup
- Soft drinks
- Party sets
- Trays and dispensers
- Porcelain
- Cutlery, Jugs
- Microwave ovens
- Glassware
- Creamer and sugar
- Water cookers
- Thermos flasks
- Disposable cups, plates, etc

Little things, big difference

When blood sugar levels get low, people can start feeling tired and sluggish. Little things can make all the difference: a cup of coffee and a biscuit to start the day, a snack and soft drink to make it to lunchtime, a hot cup of soup or tea to get over that four-o'clock dip. And although visitors to your company or institution are not necessarily coming to eat and drink, an intensive meeting can tire you out too. Offering a selection of refreshments with the right tableware not only makes a professional and hospitable impression, it can also add extra energy to a gathering, and make it more productive.

Responsible shopping

Companies today are increasingly aware of the importance of Corporate Social Responsibility (CSR), and many aim to ensure the products they use have been produced in a way that is as socially and environmentally friendly as possible. At Staples Advantage, we require our product and service suppliers to meet our own high CSR standards. We are continuously expanding our product range with products that are more environmentally sound, such as cardboard items made from recycled paper, and more socially responsible, such as Fairtrade coffee and tea. Such products are all featured in our Corporate Social Responsibility Catalogue.



Safety and protection

Providing safety & security

It's our business to make your business easier. It's our business to make your business easier. Different companies have different concerns, but one that they all share is safeguarding the health and safety of their employees and those who use or visit their facilities. Some workplaces are more hazardous than others, but accidents can happen anywhere – even in the most stylish reception area. The extensive array of safety products and personal Protective equipment that Corporate Express offers covers almost every contingency. Our products make it possible to alert people to potentially dangerous situations, provide employees working in them with maximum protection, and enable a rapid and effective response should the unexpected happen.

All-round protection

Facility Products by Corporate Express can not only provide you with the products you need in the catering, hygiene and packaging sectors, but also with the materials that keep your people – and therefore your business – safe and secure.

- Eye and face protection
- Hearing protection
- Weather protection
- Signage
- Hazard protection
- High-visibility clothing
- First-aid boxes and kits
- Respiratory protection
- Fire extinguishers
- Head protection
- Fall arrest protection
- Hand protection

Safeguarding your business

Accidents on the premises cost businesses worldwide billions every year in medical costs, sick leave and financial compensation. Organisations simply cannot afford not to invest in products that maximise the safety of their personnel and facilities. In hazardous work situations, it's a legal requirement to provide equipment and clothing that protects workers' eyes, hands, head, hearing, etc. as the situation requires. But many business-place accidents don't occur in places that are apparently dangerous. Slips, stumbles or falls on the work floor occur every three minutes in the European Union. Such simple mishaps account for 20% of all cases of sick leave that last for more than three days. By taking the proper warning and securing measures with, for instance, proper signage on a wet floor, it's possible to avoid such simple, but far-reaching, accidents as well.

Taking responsibility

Corporate Social Responsibility is just as much about taking care of people as taking care of the environment. Our comprehensive range of safety and personal protection products helps you to do so. What's more, we also require those who manufacture these products to meet our own stringent CSR standards. We continue to expand our range with products that meet the strictest criteria for environmental and social sustainability.



meeting room

Business interiors

Finishing your workplace

The way the workplaces in your building look make a statement – so you want them to be presentable as well as functional. Our line of business interior products ensures that you don't have to compromise. We offer a wide variety of attractive interior finishings and accessories in a range of different styles and materials to suit every taste, space and budget. The range also includes ventilators and humidifiers to keep your interior as comfortable to work in as it is attractive to be in.

All-round, one-stop shop

The single-source, total customer solution offered by Staples Advantage streamlines the procurement of all the business supplies you need. This means that along with cleaning, catering, safety and hygiene products, you can also order all the business interior items from our convenient one-stop shop that give your work spaces their final, finishing touches.

- Filing cabinets
- Wall bars
- Folder racks
- Display cases
- Hall stands
- Coat racks
- Floor mats
- Desk lamps
- Fans
- Humidifiers
- Clocks
- Desk chairs
- Foot rests

The impact of environment

No matter what field they work in, employees today have different needs and demands when it comes to work. Studies show that they don't see their job as just something that provides them with an income, but as something they are passionate about, and enjoy doing – and the environment they work in has a great impact on this. A comfortable, attractive, well-equipped working environment enhances people's attitude as well as performance. Experts suggest that providing staff with more than just the 'basics' makes them feel their company truly cares about their happiness, which improves morale. And that's good business all around.

Sound, sensible and sustainable

When you buy from our Facility Products Category, you can rest assured you're getting quality in every way -even in terms of Corporate Social Responsibility. We require all our product and service suppliers to meet our own high CSR standards in the materials they use and in their own employment practices. Our range is constantly being expanded with even more products that meet the strictest criteria for long-term sustainability, including business furniture that is ergonomically sound.



About Staples Advantage

Our company dedicates itself to taking service in the office supplies market to the next level. From our 350 locations in 21 countries, we provide our customers with a single source for all their business supplies, making it possible for them to focus more time, energy and resources on their core business. We are continuously adapting to meet the individual needs of our customers. In the 21st century, this means offering one-stop shopping, 24/7, in a state-of-the-art online environment. Our accessibility and flexibility is enhanced by personnel with a strong service-oriented approach and a friendly personal touch. We listen to our customers, help them save time and maximise their productivity.

About Staples

Staples, the world's largest office products company, is committed to making it easy for customers to buy a wide range of office products, including supplies, technology, furniture, and business services. With \$23 billion in sales, Staples serves businesses of all sizes and consumers in 27 countries throughout North and South America, Europe, Asia and Australia. In July 2008, Staples acquired Corporate Express, one of the world's leading suppliers of office products to businesses and institutions. Staples invented the office superstore concept in 1986, and is headquartered outside Boston. More information about Staples (Nasdaq: SPLS) is available at www.staples.com.

Facility products - they're our business too

Many of our customers think of Staples Advantage as a traditional office supply specialist, but facility products are

very much part of our core business too. Over the past years, we've significantly expanded our product offering, making it unrivalled in its breadth, depth and variety. The sales specialists within our dedicated Facility Products organisation can advise you about which facility products would best suit your needs.

You'll find an overview of our Facility Product offering in our specialised Facility Catalogue, in our environmentally friendly e-catalogues and on the ExpressOrder webshop. Would you like more detailed insight into how our product offering can be customised to help your organisation get even more value out of the Staples Advantage total customer solution?

Contact us, and we'll be happy to tell you more.

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