

How To Save Pounds On Everyday Office Stationery

By Officeprofiles

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Consumer spending as at one it's lowest in recent years due to the current credit crunch. Media attention on household bills, fuel and foods bills is a daily event in most TV news shows and newspapers but the cost of running a business is growing.

Limit orders

If staff are aware that they will have to wait until the next stationery order instead of simply ordering for delivery the next day it can often lead to employees only ordering what they really need instead of whatever they want.

Stop open access to the stationery store room

Sounds like a simple solution but its actually common place in many offices and businesses to have an open stationery and office supplies store room that any employee can access at any time. Instead why not try putting someone in charge of the key to the store room so that whenever staff need paper, envelopes, printer cartridges of any office products; they actually have to ask the key holder to get it – to go one step further and reduce usage even more it's a good idea to have every item of stationery removed form the store signed for and listed in a record book, this way management can actually see who and which departments use the most stationery.

Work with your office supplies provider

A company's office supplies provider can often know more about their stationery usage, trends and spending patterns than the customer themselves.

Most office products dealers and contract stationers have extensive reporting facilities in their computer systems which can give detailed breakdowns of cost centre spends, department usage and individual product spend areas which can be useful in particularly large use areas such as printer cartridges and paper spend. These reports can be extremely useful in identifying and potential cost savings that can be made.

Try unbranded office products

Printer cartridges from HP, pens from Bick, Post it notes from 3M and filing products from Esselte – these are all ranges that can be switched to an unbranded (and more importantly – Cheaper) alternative, most stationery suppliers should be able to offer unbranded choices throughout the general commodity office supplies ranges.

Recycle paper and printer cartridges

There are many specialist companies throughout the UK offering to buy any used inkjet and laser printer cartridges. They also offer convenient office collection bins and will collect cartridges free of charge, this not only saves money on waste collection and actually gets you money for your unwanted printer cartridges but also helps improve your companies green efforts.

Shop around, review and go out to tender

This may sound like a simple one but all too often a business or company will stick with the same old office supplies company because they have always been there of the catalogue is always at hand – or changing is too much hassle.

Reviewing your office supplies can keep you up to date with the market trends and also keep your supplier on theirs toes.

These techniques and others can all help to reduce just one area of the bottoms lines involved in running a business in the UK today.

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