

## **Buying Copier and Other Office Papers:**

### **Notes for Requisitioners**

Issued by Strategic Procurement on 16th August, 2011  
**Supplier: Antalis McNaughton Ltd.**

Antalis McNaughton Ltd.,  
Gateway House  
Interlink Way West  
Coalville, Leicester  
LE67 1LE

Tel : 01530 517200  
Fax : 01530 517127

Key Account manager Antalis McNaughton Ltd: Colin Driscoll, 07919 045232  
Email: [colin.driscoll@antalis-mcnaughton.co.uk](mailto:colin.driscoll@antalis-mcnaughton.co.uk)

For order placing & sales advice: Ms. Helen Timms,  
Email: [office.south@antalis-mcnaughton.co.uk](mailto:office.south@antalis-mcnaughton.co.uk)

Office Manager: Michelle Thomas 01530 517027  
[michelle.thomas@antalis-mcnaughton.co.uk](mailto:michelle.thomas@antalis-mcnaughton.co.uk)

Agresso vendor number: 22158

### **The Contract**

Ealing uses Talk Paper to supply the following:

- copier paper in bulk
- small quantities of A3 paper, coloured and other special papers

### **Prices**

Ealing buys from Talk Paper through the LCSG consortium Framework Agreement. Prices are revised quarterly (April, July, October & January) in line with the paper industry's price indices. The price list is available on the Strategic Procurement's intranet pages for corporate contracts.

Invoices are from James McNaughton Group, t/a Talk Paper.

## **Delivery**

Minimum order is six boxes. The 6 boxes may be made up of a mix of A3 & A4 paper sizes. Deliveries can be made to floor if easily accessible, pallets will only be left if full pallets are ordered. (Six boxes would not be on a pallet.)

## **Support**

This contract is managed by Barbara Ratnayake of Strategic Procurement, 020 8825 6873, [RatnayakeB@ealing.gov.uk](mailto:RatnayakeB@ealing.gov.uk).

Complaints should be taken up directly with Talk Paper. Where there are frequent complaints or unresolved issues please contact Barbara Ratnayake.