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Running Australia Event Organisers



Suite 22, Fawkner Towers
431 St. Kilda Road
Melbourne Victoria 3004
Australia
Telephone 61 3 9820 3511
Facsimile 61 3 9820 3544
E mail: athletics@athletics.org.au
Web: www.athletics.org.au
ABN: 35 857 196 080

Dear Colleagues

Re: Bulk Purchase Arrangement for General Office Products

Athletics Australia has completed a tender process covering stationery and general office products. We are now able to share the results of this process with our constituents in the expectation that our preferred supplier will be able to provide significant cost savings to you as a member of the athletics family.

Our preferred supplier is Boise. During the tender process, Boise committed to the best pricing across the broadest range of products of all tenders received – its price reduction equated to a 27% saving on AA's annual costs for office products.

A basket of approximately 400 items, covering the bulk of any organisation's day-to-day requirements has been structured to form the Athletics 'contract list'. This list of products will remain firm unless Boise incurs a price increase, at which point the sell price will increase at the same percentage as the cost price.

The following table provides a quick indication of the savings we have been able to secure:

Description	Unit	Old Sell	New Sell	% Saving
Paper A4 Highmark Z 5000 White 80gsm	Ream	\$5.45	\$4.58	16.0
Battery 1.5V Duracell AAA	Each	\$0.89	\$0.44	50.6
Book Note Spiral 120 Page	Each	\$1.93	\$0.99	48.7
Tape lettering Dymo Black on White	Each	\$36.69	\$25.06	31.7
Pad Note Self Adhesive Yellow 73x73mm	Each	\$0.96	\$0.40	58.3
File Lever Arch A4 Board	Each	\$2.88	\$1.44	50.0
Book Message Telephone	Each	\$5.44	\$2.42	55.5
Eraser Standard Office	Each	\$0.49	\$0.18	63.3
Pocket PVC Copysafe A4 Punched Box100	Box	\$3.78	\$2.28	39.7

A complete pricelist is attached. If you wish to take advantage of the Athletics bulk-purchase arrangement, please contact your nearest Boise office by phoning 1800 484 419. If you have an existing account with Boise, it is a simple matter of having this pricing structure connected to your account. If you do not have an account, you will be required to complete an application for credit form. Your account will then be set up for you within 48 hours.

The attached pricelist will not contain everything that you may require on an annual basis. Boise is extremely flexible and it is a simple matter of contacting them and adding extra items to the list at an agreed rate.

Boise can send an in-stock catalogue and order forms to you upon request. I suggest that you also request a 'login in' and 'password' for internet based ordering solution. Ordering via the Internet is the easiest and most cost effective way to order as all the information is supplied on-line, including 'your' price and stock availability (this will be for the warehouse closest to you).

The strength of Boise's business is its national capabilities, its inventory management and the fact that it can supply everything that a business needs, including:

- Office Products – copy paper, toners, pens, labels, disks, paper clips etc;
- Canteen and Washroom – coffee, tea, sugar etc, toilet paper, soap, sponges etc;
- IT Products – hardware such as laptops and printers as well as software, cables etc;
- Furniture; and
- Promotional Products.

All these items can be ordered on the one purchase order and delivered on the one invoice if required.

I trust you will see benefit in this bulk purchasing arrangement and will be able to extract suitable cost savings for your organisation.

If you have any queries, or require any further information, please do not hesitate to contact this office.

Kind regards

A handwritten signature in black ink, appearing to read 'S Allatson', with a long horizontal flourish extending to the right.

Simon Allatson
Chief Executive Officer