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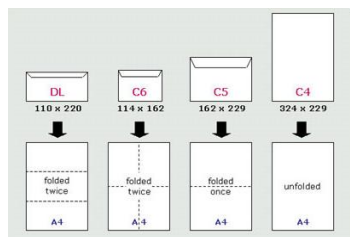
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AUG
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'Paper and Envelopes' Issue

PAPER SIZES?

Standard paper sizes were adopted in 1959 by the British Standards Institution, based on the ISO (International Standards Organisation) sizes in use in the majority of countries. This system is based on a one square metre rectangle described as A0 (841mm x 1189mm) all "A" sizes are derived from this start point. Two other size standards are included in this system B and C. "B" sizes are based on a sheet of 1000mm x 1414mm and are mainly used for maps, charts and posters. "C" sizes are based on a sheet size of 917mm x 1297mm and are used for envelopes. The "C" series of envelopes is designed to take "A" sized card and paper exactly. For example a C5 envelope for A5 paper, C6 envelope for A6 paper or A5 folded in half.



A common envelope size that remains in use today that's the exception to the above is DL. DL originates from the German DIN (Deutsches Institut für Normung) standards authority and Lang (German for long). A DL envelope will take A4 paper folded into three,

PAPER COSTS

Like so many other products, paper has

experienced several recent price increases. There are THREE main reasons for this:

Increased operating costs by the paper mills. These costs include natural gas (up as sharply as oil), fuel, labour and pulp.

Lower operating capacity.



For various reasons, paper mills have reduced operating capacity over the past several

years, resulting in less ability to fill demand.

Exchange rates. The paper business is global, and the weak U.S. dollar has led to higher prices relative to foreign currencies

As always, we will give our customers the very best rate that we are able during this turbulent time. All in all, we have no choice but to put up with the increases—as with lots of other products in the present climate!

THREE ENVELOPES!

A new manager spends a week at his new office with the manager he is replacing. On the last day the departing manager tells him, "I have left three numbered envelopes in the desk drawer. Open an envelope, in turn, if you encounter a crisis you can't solve."




Three months down the line there is a major drama, everything goes wrong - the

usual stuff - and the manager feels very threatened by it all. He remembers the parting words of his predecessor and opens the first envelope. The message inside says "Blame your predecessor!" He does this and gets off the hook.

About six months later, the company is experiencing a dip in sales, combined with serious product problems. The manager quickly opens the second envelope. The message read, "Reorganise!" This he does, and the company quickly rebounds.

Three months later, at his next crisis, he opens the third envelope. The message inside says "**Prepare three envelopes**".

WHAT DOES BIC STAND FOR?

Everyone wonders what BIC stands for in the firm's name  'BIC pens'. The simple answer is that it doesn't stand for anything! It is a shortened, easier to remember version of the company creator's name, **Marcel Bich**.

TLC are currently doing a BIC pen offer, buy 2 boxes of BIC Cristal Medium pens and get a FREE pack of 9 Kit Kats—all this AND at a lesser price than normal—See our flyer about this, or ring in to enjoy the offer

AND FINALLY...

He or she who feels that they are too small to make a difference has never been bitten by a mosquito!

tlc for your office