



**Office  
DEPOT.**

# MAKE THE **SMARTER** CHOICE

with alternative sustainable product options that help your business contribute to a sustainable economy and planet.

What we buy and where we buy it from has an impact on the world around us - and our planet is being pushed to its limits. We are consuming resources at a rate that is unsustainable, and this is leading to effects such as climate change and pollution.

### The good news is we can all play our part to stop this – whether that’s at home or within the workplace.

Within the workplace you will always need office and workplace supplies and it’s convenient to purchase the quick option – but what is the true cost of these goods?

Many businesses are now looking for sustainable options, which include procuring these products from suppliers who share their same sustainable goals and ambitions.

At OT Group, we’re committed to doing business in a way that allows our customers, the communities we work in, our staff, and our planet to thrive. Our approach is simple, our sustainability strategy is built around helping our customers achieve their sustainability goals. **What’s important to our customers, is important to us.**

For more information or to take advantage of our competitive prices, please [contact us](#) today.

## THE **SMARTER CHOICE** FOR YOUR BUSINESS

We offer a huge choice of sustainable options for our customers, here is just a small selection...



### Providing greener product choices

We offer a wide range of environmental products across our branded and own-label ranges. Our partnership with suppliers such as Wildhearts and our assortment of Fairtrade and social value products means there’s a huge choice of sustainable options on offer.



### WildHearts - **Coming Soon!**

Add social value into your supply chain and support your company’s sustainability objectives with our NEW and exclusive WildHearts product range!

By simply switching to WildHearts products, you could help to support social and environmental strategies across the UK and globally, through initiatives focused around education, enterprise, employability, and mental health.



### Social value

We’re working with key suppliers that can evidence social value or pass an ethical audit – ensuring we promote this wherever possible.



### Supply chain

We continue to assess our supply chain to help meet our sustainability goals, engaging with participants to drive best practice.



### Ethical procurement

Through our involvement in the Ethical Trading Initiative, we’ll ensure that our supply chains operate ethically – and work with stakeholders to continue to improve on it.

WE’RE WORKING WITH OUR CUSTOMERS TOWARDS A **MORE SUSTAINABLE FUTURE.**

## STATIONERY

0%  
PLASTIC!



### Sellotape Zero Plastic - 24mm x 30m

- Proven to be up to 50% stickier and 20% stronger than competitor products
- Made from cellulose film and naturally based glue
- Cellulose film is derived from wood pulp, sourced from PEFC certified sustainable forests
- 100% biodegradable tape and packaging
- 100% compostable tape and packaging

Product Code	Pack Size
142055	1



### Pritt Eco Flex Compact Correction Tape Roller

- The ECOMfort Roller features 4.2mm tape width and 10m length
- First correction roller with shells made from 89% renewable materials
- Produced with a reduced carbon footprint
- Comfortable sideway application

Product Code	Pack Size
331148	1

PRODUCED WITH  
A REDUCED  
CARBON  
FOOTPRINT

## NOTEBOOKS/PADS



### 5 Star™ Eco Shorthand Wirebound Notepad

- 160 ruled 100% recycled pages
- Good quality 70gsm white recycled paper
- Wirebound card cover shorthand pad
- Wire binding allows pages to fold back or lay flat
- Size: 127x200mm

Product Code	Pack Size
820210	10



### 5 Star™ Eco Recycled Wirebound Notepad

- Ruled 100% recycled pages for environmentally conscious note-taking
- 160 pages of high quality, 80gsm white paper
- Wirebound card cover notebook for flexibility
- Twin wire binding allows pages to fold back or lay flat
- Cover colour: buff

Product Code	Pack Size
930279 (A4 Buff)	5
4076466 (A5 Buff)	5



### 5 Star™ Eco Recycled Memo Pad

- Ruled 100% recycled pages
- Good quality 70gsm white recycled paper
- Headbound pad
- Pages: 160
- Size: A4

Product Code	Pack Size
820180	10



### 5 Star™ Eco Re Move Recycled Repositional Pad

- Water based adhesive, leaves no residue
- 100 Sheets
- 74gsm
- 100% recycled paper

Product Code	Pack Size
839019 (76x127mm Yellow)	12
828203 (76x76mm Yellow)	12
839043 (38x51 mm Pastel)	12



### Post-it® Recycled Notes - Yellow

- Big impression, small footprint
- Size: 38x51 mm
- 100 Sheets, 75gsm
- 100% recycled paper
- BLUE ANGEL certification

Product Code	Pack Size
4076339	12



## NOTEBOOKS/PADS



### 5 Star™ Eco Recycled Flipchart Pad



- Top-quality 70gsm plain flipchart pads
- 40 perforated sheets for easy tear-off
- Specially coated paper to prevent ink bleeding through
- Made with 100% recycled material
- Supplied in pack of 5

Product Code	Pack Size
930261	5



### Pukka Pad Recycled Wirebound Notebook

- Ruled 100% recycled pages
- Perforated pages for quick and easy filing
- High quality 80gsm white recycled paper
- Wirebound card cover notebook for flexibility
- Wire binding allows pages to fold back or lay flat

Product Code	Pack Size
852872 (A4+ Ruled Green)	3
864714 (A5 Ruled Green)	3



### Black n Red Notebook A5 Casebound

- Ruled recycled pages for environmentally conscious note-taking
- Sewn pages ideal for permanent records
- High quality 90gsm Optik paper
- Casebound hardback notebook for durability
- Stylish red ribbon for page marking to reference important notes

Product Code	Pack Size
828041	5



### Post-it® Notes Pad Recycled Tower Pack



- Comes in eco-efficient tower pack, made from unbleached and undid recycled cardboard with limited use of ink, no individual wrapping of pads
- Assorted Colours: Mint, Cloud Blue, Millennial Pink, Lilac
- Size: 76x76mm - 100 sheets, 75gsm
- 100% recycled paper. BLUE ANGEL certified

Product Code	Pack Size
839167	1

## ENVELOPES



### 5 Star™ Eco Recycled Pocket Self Seal Envelopes



- Self seal envelopes
- 100% Recycled
- Envelope flap on the shortest edge

Product Code	Pack Size
827738 (C5 229x162mm 90gsm) Pack 500	1
817155 (C4 324x229mm 100gsm) Pack 250	1



### 5 Star™ Eco Recycled Pocket Window Envelopes



- Pack of 500 white envelopes made from lightweight 90gsm paper
- Window size of 100x45mm, Envelope size C5
- Self seal closure
- Pocket envelope type, therefore the flap is on the short edge of the envelope
- Window position 60mm in from LHS, 24mm up

Product Code	Pack Size
827746	1



### 5 Star™ Eco Recycled Pocket Window C4 Envelopes



- White envelopes made from lightweight 90gsm paper
- Window size of 40x115mm
- Window position 25mm in from LHS, 213mm up
- Self seal closure
- Pocket envelope type, therefore the flap is on the short edge of the envelope

Product Code	Pack Size
817147	1



### 5 Star™ Eco Recycled Pocket Window Wallet DL Envelopes



- Self Seal
- White, 90gsm
- 100% Recycled
- Envelope flap on the longest edge

Product Code	Pack Size
817120	1



## PremierTeam Foolscap Full Flap Single Wallet

- Full flap manilla single pocket gusset 315gsm files
- Size: 356 x 229mm
- Has a full length flap to protect the foolscap sized documents securely stored inside

### Colours available:

- Orange: 715361
- Green: 715354
- Grey: 715382
- Blue: 715317
- Pink: 715330
- Yellow: 715393
- Red: 715378
- Buff: 715306

Product	Pack Size
PremierTeam Foolscap Full Flap Single Wallet	50



## PremierTeam Probate File Full Flap Foolscap

- The PremierTeam probate file double pocket wallet folder foolscap files are made from heavyweight 315 gsm manila with pockets on both sides
- Size: 356 mm x 229 mm and has a 76 mm gusset with a linen reinforced crease for extra durability
- The twin pocket design means you can store documents on both sides of the fold and keep them secure and safe for storage or transportation

### Colours available:

- Orange: 713047
- Green: 713032
- Grey: 713066
- Blue: 713011
- Pink: 713028
- Yellow: 713074
- Red: 713053
- Buff: 713009

Product	Pack Size
PremierTeam Probate File Full Flap Foolscap	25



## PremierTeam 3/4 Flap Single Pocket Wallet Foolscap Folder

- 3/4 flap manilla single pocket gusset 315gsm files
- Size: 356 x 229mm

### Colours available:

- Orange: 713658
- Green: 713645
- Grey: 713677
- Blue: 713612
- Pink: 713629
- Yellow: 713693
- Red: 713664
- Buff: 713600

Product	Pack Size
PremierTeam 3/4 Flap Single Pocket Wallet Foolscap Folder (Multiple colour options)	50



## PremierTeam Portfolio Wallet Folders

- Made with 315 gsm paper and an extra deep gusset to store your documents securely. Portfolio wallet folders from PremierTeam feature a full flap and a 38 mm (1.5) capacity gusset for storing a variety of documents

### Colours available:

- Orange: 713798
- Green: 713777
- Grey: 713860
- Blue: 713731
- Pink: 713756
- Yellow: 713899
- Red: 713842
- Buff: 713712

Product	Pack Size
PremierTeam Portfolio Wallet Folders	50



## PremierTeam Half Flap Single Pocket Wallet Folder Foolscap

- 1/2 flap manilla single pocket gusset file
- Size: 345 x 245mm
- This pocket wallet folder is made from 250 gsm thickness manilla paper with a 1/2 length flap that fits into foolscap suspension files

### Colours available:

- Orange: 713706
- Green: 713704
- Blue: 713702
- Pink: 713703
- Yellow: 713705
- Red: 713707
- Buff: 713701

Product	Pack Size
PremierTeam Half Flap Single Pocket Wallet Folder Foolscap	50
Assorted colour pack (713708)	1



# FILING

Find out more at: <https://youoffice depot.co.uk/sustainable-business/>



## Leitz FSC Standard Lever Arch File 80mm Spine Foolscap Black

- Unique patented mechanism that opens 180° for 50% wider opening than standard files and 20% faster filing
- With thumbhole, rado rings and metal shoes for secure storage and user-friendly handling
- Pocket on spine enables exchange of label for easier personalisation
- 600 A4 sheet capacity
- 5 year guarantee: prongs always aligned and tested over 12,000 times

Product Code	Pack Size
166928	10



## Leitz FSC Standard A4 Lever Arch Files

- Unique patented mechanism that opens 180° for 50% wider opening than standard files and 20% faster filing. FSC® Certified
- With thumbhole, rado rings and metal shoes for secure storage and user-friendly handling
- Pocket on spine enables exchange of label for easier personalisation
- 600 A4 sheet capacity
- 5 year guarantee: prongs always aligned and tested over 12,000 times

Product Code	Pack Size
854069 (A4 Red)	10
854077 (A4 Blue)	10
854093 (A4 Black)	10



## Avery DTR Black Eco Letter Tray

- Unique stacking system, trays can be stacked using risers (available separately)
- Self-stacked straight or staggered, as well as stacking in reverse or at 90°
- Angled base to keep papers and files safe
- Scooped front of the tray allows easy retrieval of papers or files
- Made from 100% post-consumer recycled polystyrene

Product Code	Pack Size
853089	1



## 5 Star™ Facilities FSC Storage Box & Lid - Grey



- Manufactured from FSC accredited 100% recycled board and are fully recyclable
- Medium duty strength - Two layers of board to end panels and base ensure you can stack the boxes three units high
- Will hold Transfer Box Files, Lever Arch Files and Ring Binders

Product Code	Pack Size
801992 (336x391x285mm)	10
4020281 (388x436x290mm)	10



FSC stands for the Forest Stewardship Council. This is a non-profit agency that works to protect forests around the world. By using rigorous measures the FSC ensures that any product stamped with their seal of approval is environmentally sound.



## 5 Star™ Eco Lever Arch File A4 - Recycled Cloud Grey



- Made from 100% recycled board
- Front cover locking mechanism with reinforced bottom edge for greater durability
- Finger hole for easy retrieval from shelf and spine label for easy identification
- Colour: Cloud Grey - Size: A4

Product Code	Pack Size
820687	1

# WRITING INSTRUMENTS



## 5 Star™ Eco Drywipe Chisel Tip Markers - Assorted



- 5 Star™ Eco Drywipe Markers contribute to environmental sustainability
- Made from 66% recycled material
- 100% Chlorine-free
- Assorted pack of four contains one each of black, blue, green and red

Product Code	Pack Size
301010	1

MADE FROM 83% RECYCLED PLASTIC TO HELP CONSERVE NATURAL RESOURCES AND REDUCE LANDFILL



## Stabilo GREEN Boss Highlighters

- This STABILO highlighter combines high-quality with sustainability, and is the perfect choice for environmentally conscious consumers. Pigmented inks for bright colours
- Made from 83% recycled plastic to help conserve natural resources and reduce landfill, it is easily refillable with a STABILO BOSS ORIGINAL refill.
- Ideal for long periods of work, its Anti-Dry-Out technology stops it from drying out for up to 4 hours if the cap is left off.

Product Code	Pack Size
158993 (Pink)	10
160092 (Green)	10
161171 (Yellow)	10
162332 (Assorted Wallet of 4)	1
164662 (Pastel Wallet of 4)	1
163461 (Assorted Pack of 8)	1



## Bic Evolutions Stic Ball Pen

- Medium-point ballpoint pen that can be used for any project
- Made from 74% recycled material
- Ventilated cap for additional safety
- 1.0mm tip gives line width of 0.32mm

Product Code	Pack Size
877778 (Black)	60
877786 (Blue)	60



### Edding e-21 EcoLine Permanent Marker

- Permanent marker for marking and labelling almost all materials, e.g. paper, cardboard, metal, plastic and glass
- At least 90% of the total plastic used in the marker is made from recycled material (83% post-consumer)
- The round nib has a stroke width of 1.5-3 mm
- Waterproof and wear-resistant on almost all surfaces
- The product is refillable

REFILLABLE PRODUCT!

Product Code	Pack Size
155211 (Bullet Tip Assorted Pk 4)	1
156435 (Chisel Tip Assorted Pk 4)	1



### Edding e-24 EcoLine Highlighter Chisel Tip



- Highlighter for the luminous marking and highlighting of text passages and notes on almost all paper surfaces
- Awarded the "Blue Angel" eco-label
- At least 90% of the cap and barrel are made from renewable resources
- The chisel nib has a stroke width of 2-5 mm
- Water-based neon inks in brilliant colours

Product Code	Pack Size
157629	1



### Edding e-28 EcoLine Whiteboard Markers

- Whiteboard marker for writing and marking on whiteboards and also suitable for flipcharts
- At least 90% of the total plastic used in the marker is made from recycled material (83% post-consumer)
- The writing is dry-wipeable from virtually all non-porous surfaces such as enamel and melamine
- Thanks to the "cap-off" technology, the cap can be left off for several days without the product drying out (test climate according to ISO 554)

Product Code	Pack Size
158776 (Bullet Tip Assorted Pk 4)	1
159878 (Chisel Tip Assorted Pk 4)	1



MADE WITH 89.8% RECYCLED PLASTIC BOTTLES

### Pilot Begreen B2P Rollerball Pen

- Effectiveness and writing comfort thanks to the unique fluidity and ultra-softness of the Pilot gel ink
- Made with 89% of recycled plastic bottles (excluding consumables), to reduce our impact on the environment
- Refillable product more economical and respectful of the environment
- Medium tip 0.7mm gives a line width of 0.35mm
- Supplied in pack of 5

Product Code	Pack Size
863270	10

## DESKTOP ACCESSORIES



### Aurora EcoCalc Desktop Calculator 12 Digit

- 12 digit large display with three key memory
- Recycled and solar powered
- The handy cost/sell/margin function is great for sales and gross profit calculations
- DirecKey feature means that this calculator turns on when any key is pressed, this key stroke will also register
- Patented large equals bar

RECYCLED & SOLAR POWERED!

Product Code	Pack Size
867535	1



### Rapesco Eco Stapler

- 78% recycled ABS across all plastic parts - 66% recycled content including metal parts
- Takes 26/6 and 24/6 staples

Product Code	Pack Size
101783 (Half Strip, Black)	1
101784 (Full Strip, Black)	1

## LABELLING



100% RECYCLED LABELS

### Avery Recycled Parcel Labels

- JamFREE™ printing - special edges on the label sheet ensures no adhesive residue is left on your printer
- 100% recycled labels and backing sheet
- Label sizes perfectly optimised for all standard parcels and tubes
- Compatible with most ecommerce platforms
- Print your labels with FREE Avery Design & Print online label creator. Visit [avery.co.uk/print](http://avery.co.uk/print)

Product Code	Pack Size
852775 (Laser Labels 2TV)	100
852813 (Laser Labels 21 TV)	100
852783 (Laser Labels 8TV)	100
852791 (Laser Labels 14TV)	100
105574 (Filing Label 4TV)	100

# CLEANING & HYGIENE



**100% RECYCLED**

### 5 Star™ Facilities Hand Towel



- Single-ply, white C-Fold hand towels
- Soft, absorbent and strong
- Dries hands hygienically and efficiently
- Packed 24 sleeves of 100 sheets

Product Code	Pack Size
802271	1



### Maxima C-Fold Hand Towels

- These hand towels are more hygienic than standard material towels and dry quicker than air dryers
- Each towel is folded in a C shape to prevent more than one towel being dispensed at a time and will fit flush into a dispenser
- 100% recycled
- Packed 15 sleeves of 192 sheets

Product Code	Pack Size
4097792	1



### Ecover Dishwasher Tablets

- Ecover Dishwasher Tablets unleashes the power of biodegradable plant-based ingredients, to leave your dishes squeaky clean
- Use together with the Ecover Dishwash Rinse Aid, code 154828
- Pack of 25


Product Code	Pack Size
819395	1



### PVA Cleaner Sanitiser Kitchen Surface & Equipment Sachets

- PVA Food Safe Sanitiser Sachets are excellent for kitchen equipment and all hard surfaces
- Can be used on work surfaces, chopping boards, slicing machines and anywhere where food is prepared
- Each sachet contains cleaning powder encapsulated in a water soluble sachet which, when added to a volume of water, creates a perfect cleaning solution
- This eliminates the well known and costly problem of cleaning staff commonly making up a stronger solution than is required

Product Code	Pack Size
4017990	1



### Maxima Green Toilet Rolls

- Made from sugar based and natural ingredients
- Produced without using harmful solvents, strong acids or caustic ingredients
- Soft, absorbent and strong toilet tissue ideal for everyday use
- Ideal for use in busy washrooms in business premises and public venues

Product Code	Pack Size
4094064	48



### PVA Domestic/Catering 4-in-1 Cleaning Sachets Mixed Pack

- Provides portion control, in an easy to transport box
- Eliminates the well known and costly problem of cleaning staff commonly making up a stronger solution than is required
- Sachets are dry, compact and light, they reduce storage space and transportation costs, as well as avoid spillage problems and are cleaner and safer to handle

**Domestic Pack Includes:**


- One pack for all your cleaning needs, with 20 sachets of floor cleaner, 2 sachets of toilet cleaner, 2 sachets of multi-purpose cleaner and 2 sachets of bathroom cleaner

**Catering Pack Includes:**

- One pack for all your cleaning needs, with 20 sachets of degreaser, 2 sachets of toilet cleaner, 2 sachets of sanitiser cleaner and 2 sachets of bathroom cleaner

Product Code	Pack Size
4096833 (Domestic 4-in-1)	26
4096846 (Catering 4-in-1)	26

 PVA HAVE SAVED OVER 150 MILLION SINGLE-USE BOTTLES FROM OUR OCEANS AND LANDFILL



### PVA Disinfectant Cleaner EN14476 Sachets

- Conforms to EN 1276 EN 14476
- Effective Against Covid 19
- No Plastic Used In The Packaging
- Reduce storage space and transportation costs
- Each sachet contains cleaning powder encapsulated in a water soluble sachet which, when added to a volume of water, creates a perfect cleaning solution

Product Code	Pack Size
4107841	1



### PVA Empty Bottle 750ml For Disinfectant Cleaner

- Pre-Printed trigger Spray bottle
- Capacity 750ml

Product Code	Pack Size
4108804	1

For more information or to take advantage of our competitive prices, please [contact us](#) today.



## CATERING



### TrueStart Barista Grade Coffee

- Barista approved - Premium freeze dried instant coffee for the coffee shop experience at home
- Smooth Rich Roast - Tastes delicious with or without milk
- 100% Colombian Arabica - Coffee grown at high elevation and gently roasted
- British Brand - Family Run & Ethically sourced coffee
- Super versatile - Mixes with hot or cold water so can be added to protein shakes

Product Code	Pack Size
146893	1

### Vending Cups Biodegradable - Pack of 100

- Suitable for hot drinks, not boiling
- Suitable for a variety of general and business sectors such as offices, waiting rooms, schools and colleges
- Disposable after use, these cups are recyclable and biodegradable

Product Code	Pack Size
843229	1

### Clipper Fairtrade Everyday Teabags

- No.1 UK Fairtrade tea brand
- Fairtrade Tea
- Delicious golden blend from the finest Fairtrade estates
- Natural source of antioxidants
- 440 High quality tea bags

Product Code	Pack Size
830313	1

### Fairtrade Sugar Sachets

- Pure cane granulated sugar in stick format x 1000
- Convenient for use at home, in the office or for catering businesses
- Fairtrade certified
- Suitable for vegetarians and vegans
- Box 1000 sachets

Product Code	Pack Size
843105	1

PROUDLY A CERTIFIED B CORP, TRUESTART MEETS THE HIGHEST STANDARDS OF SOCIAL AND ENVIRONMENTAL PERFORMANCE



Fairtrade is a system of certification that aims to ensure a set of standards are met in the production and supply of a product or ingredient. For farmers and workers, Fairtrade means workers' rights, safer working conditions and fairer pay. For shoppers it means high quality, ethically produced products.

Find out more at: <https://youofficedepot.co.uk/sustainable-business/>

## SMARTPAD: THE ULTIMATE PROCUREMENT PLATFORM.

Our SmartPad procurement platform brings not only a multitude of cost control and efficiency savings to our customers, but also delivers many sustainability benefits for your organisation.

### Supply chain consolidation

With hundreds of thousands of products available through a single procurement platform, we can reduce the number of suppliers in your supply chain – providing you with one order, one delivery and one invoice.

### SmartChoice products

Our SmartChoice product flag empowers end-users to make a more sustainable choice when ordering their products; by clearly identifying products with environmental, social and sustainable accreditations and benefits.

### SmartPrice products

We know how difficult it is for our customers to accurately track what's a fair price to be paying for non-core business items. Our SmartPrice products mean we continually check the market, so you don't have to! As a result, we've rolled back thousands of prices to help you keep better control of your costs, without sacrificing on quality.

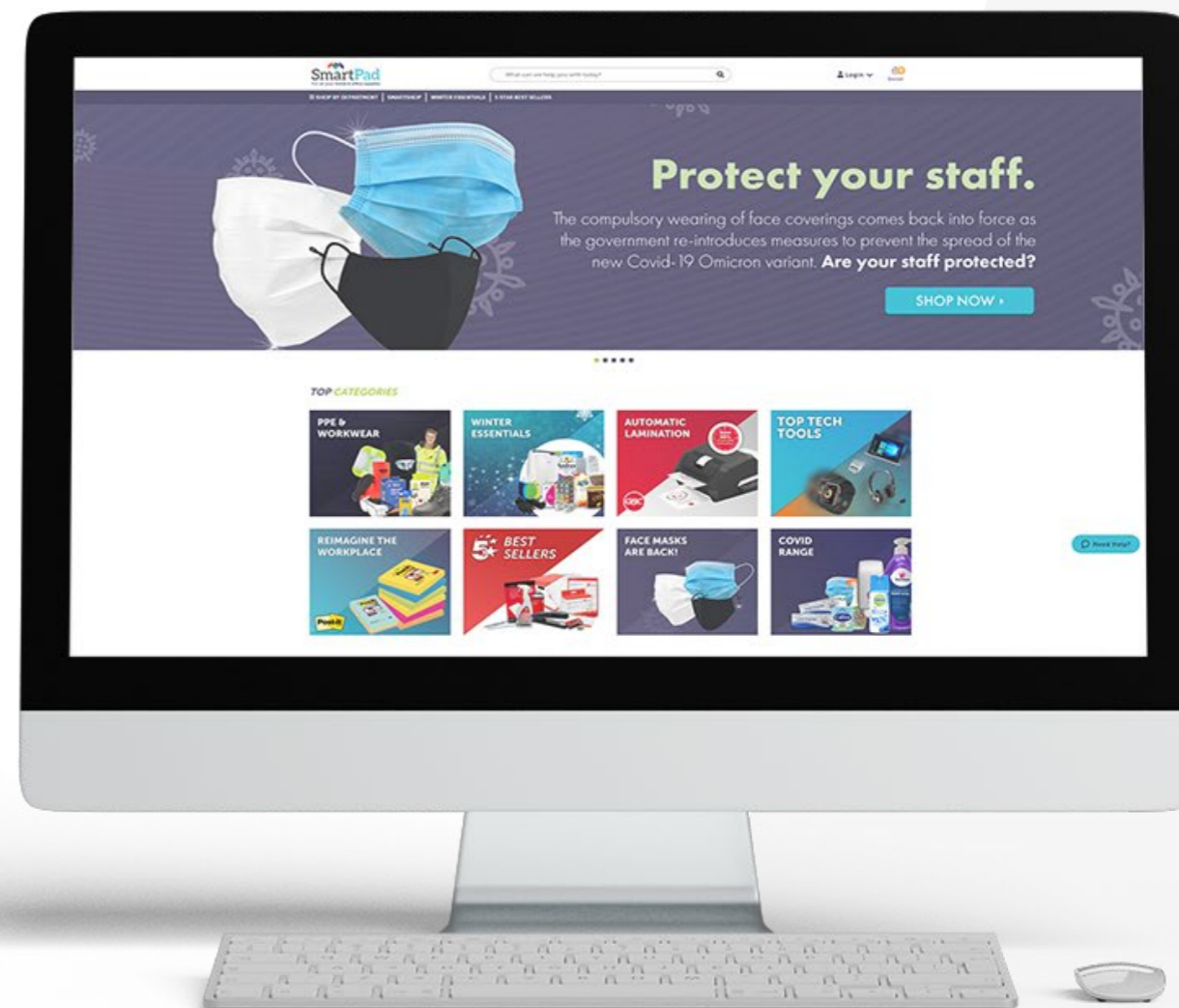
### Business Guest Checkout

Our latest iteration of SmartPad retains the 'self-serve' functionality for homeworkers we introduced last year, and is designed to provide organisations with complete procurement management – wherever colleagues may now be. With budget control and transparency front-and-centre our Business Guest Checkout allows you to set every employee up as a home user, so they can buy pre-approved products and services from the usual business account, instantly, with minimal admin.

### Held orders, saved baskets and subscription options

We help our customers reduce their Scope 3 emissions through innovative technology that enables fewer deliveries.

**i** To find out more about SmartPad, visit [youofficedepot.co.uk](https://youofficedepot.co.uk)



# WORKING TOWARD CARBON NET ZERO.

OT Group are committed to supporting our clients' ambitions and the UK Government targets to achieve Carbon Net Zero by 2050.

We have engaged with external consultants to help define a Carbon Net Zero strategy for our combined OT Group business in line with our parent company Paragon Group's Carbon Net Zero Framework. This vital project will determine how Net Zero will be achieved through governance enhancements, resource efficiency measures and behavioural shifts, both within the business and through working closely with our supply chain.

## The scope of work currently being undertaken is:



A desk-based corporate governance review, including the current 14001 EMS framework.



Undertaking a site energy and environmental audit at key locations.



Determining a science-based targets (SBT) and trajectory.



Establishing a forward-looking Net Zero Action Plan.



Establishing a greenhouse gas (GHG) emissions baseline and inventory.



Advising on an effective data collection and reporting process.



Developing an outline Net Zero Strategy, including environmental aspects and impacts.

