

(CEO/FD letter)

Dear Mr Brown

**Saving on 'non-core' overheads will make a measurable contribution to your business success in 2009 and beyond...**

Taking care of cash-flow is the business mantra for 2009. Equally important, however, is making sure your non-core overheads are kept to a minimum.

***And that's where The Procurement Company come in.***

Our commitment to saving clients money on non-core overheads such as postage, stationery, print and telecoms has never been more relevant to business success – or survival.

In the current economic climate when the focus on sales is an absolute priority, few companies have the time or resources to optimise their spend on overheads.

**When sales are less than sparkling, a sensible option which translates to your bottom line equally effectively is to minimise non-core overheads.**

To help you achieve this, we will work closely with you and other senior people in your organisation to bring about the changes which could deliver massive savings in a matter of weeks.

***For companies similar to yours, The Procurement Company have achieved average annual savings of up to 27.2%!***

**Here's how we did it...**

To achieve the best savings for our clients at the earliest possible date – we work very quickly! We undertake a root and branch analysis of your non-core outgoings, without disrupting your day-to-day operations. We then present our findings in a detailed Report **WITHIN FOUR WEEKS OF YOU APPOINTING US!**

Our commitment to your success is for an initial 12-month period. The fees we charge are based on one third of the money we save you over 12 months – so the net cost of our service is nil!

- Savings start with comparing suppliers to make sure you have the most cost-effective services in place.
- The combined purchasing power of all our clients also ensures that we buy at the best possible prices.
- And when it comes to gas and electricity, we use daily market reports giving information **FOR UP TO THREE YEARS AHEAD** on which you can base both current and future decisions.

It's not all about price, however. We also ensure that product quality, service levels and payment terms are not compromised. In addition, significant administrative savings can be made by

reducing the supplier base whilst proposing more effective supplier ordering and invoicing processes.

Throughout all this, we don't interfere with the running of your business and, in many cases, we work closely with your existing operations management to smooth the way to greater long-term efficiencies.

***In just one short meeting, I can explain how all this can work for you – and how you can make savings of up to 27.2% in the first year.***

Please contact me at any time to discuss any questions you may have. Or, to arrange an appointment in the next week or two, call me on 0208 000 0000 or e-mail x@yyy.co.uk.

I look forward to hearing from you.

Kind Regards

**Simon Xxxxx**

**Director – The Procurement Company**

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