

**COLLABORATION**



**NO MATTER  
WHERE YOU  
ARE**

**Everything your company needs for  
the working environment**

**Backoffice**



## We are



A team with...



respect and ...



appreciation, that also...



lives for  
mindfulness



## How we work – our goals



We keep people at the center of our actions



Environmental and climate protection are important to us, at the locations where we work, as well related to our planet



We live the concept of sustainability and strive to improve our environmental footprint by using sustainable resources and products and promoting biodiversity



We support our customers on their journey to become more sustainable by offering sustainable products and services, as well as striving for a culture of continuous improvement



# Collaborations - no matter where you are

A little help to find **everything** your company needs.

## Everything for the office

6 – 7	<b>Office supplies</b> Computer technology & accessories
8	Printer Paper
9 – 14	General office supplies
15	Laminator
16	Calendar and agenda
17 – 22	Office organisation
23 – 27	Meeting & Presentations
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35 – 36	Tips for healthy working in the home office
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39	Office chairs
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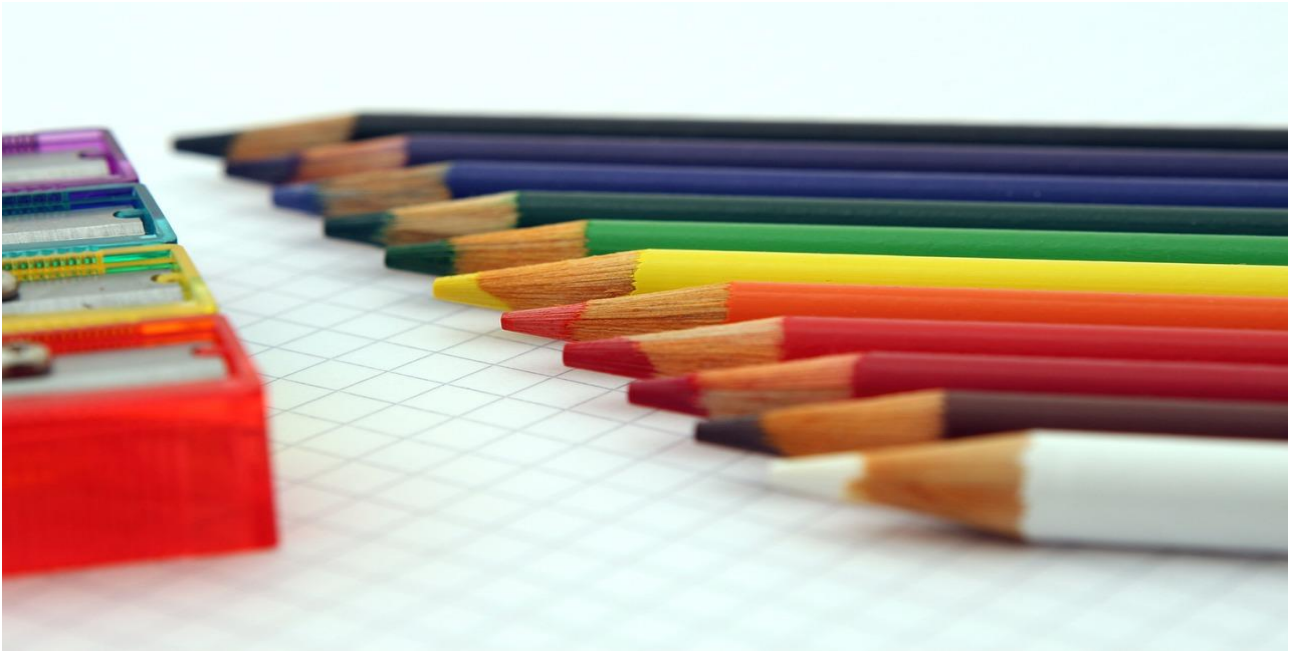
## Break Time

	<b>Beverages</b>
47	Coffee
47 – 48	Tea
50 – 53	Drinking containers & accessories
	<b>9 a.m. break</b>
54 - 55	Sweet temptations
56	Fruit subscription

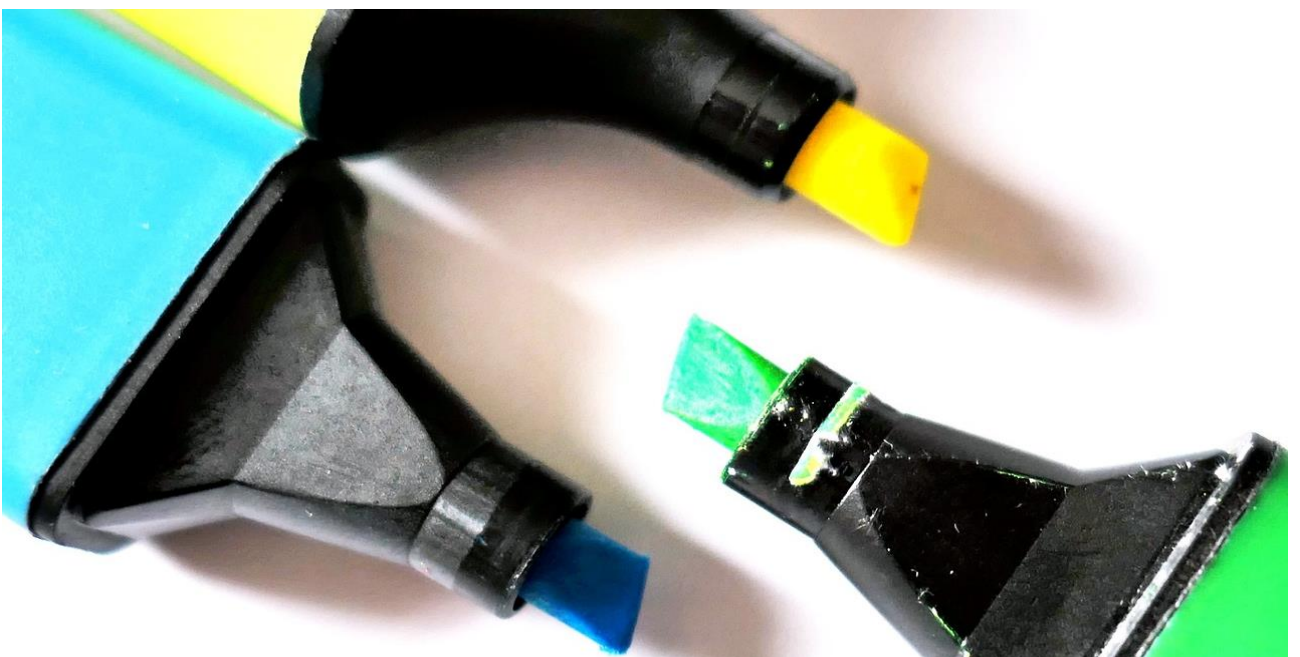
## On The Way

58	Changing work environments
59	An office to go
60	Bags and backpacks
61	Business Trolleys
62 – 63	AGB's





## Everything for the office





# Computer technology, printer & accessories



Art. Nr. BO-0186  
**CHF 19.00**

## SKROSS 2in1 Charge'n'Sync

- multiple plugs
- length 1m
- Micro-, USB- und Apple-Lightning
- red



Art. Nr. BO-0088  
**CHF 15.00**

## ACT USB-Hub AC6300

- 4 USB-A 3.0 connection
- 34 x 10.5 x 240 cm



### **CHERRY keyboard & mouse set**

- Wireless, connection via USB plug
- QWERTZ- keyboard
- 2 AAA batteries included

Art. Nr. BO-0089

**CHF 32.00**



### **Kensington Pro Fit**

- wireless
- suitable for right-handed use
- 2 AAA batteries included

Art. Nr. BO-0087

**CHF 27.00**



### **Microsoft keyboard & mouse set**

- Wireless, connection via USB plug
- QWERTY keyboard
- type AA battery

Art. Nr. BO-0142

**CHF 88.00**



Art. Nr. BO-0095  
CHF 240.00



Art. Nr. BO-0143  
CHF 79.00

### Canon MAXIFY MB5450

- Inkjet printer
- suitable for home office or small office
- print size up to DIN A4
- 46.3 x 39.4 x 29.1 cm

### Canon Maxify MB5450 ink cartridges

- Set of 4 pieces
- compatible with Maxify MB5450
- colours; black-cyan-magenta-yellow-gray
- ink volume of 29.1 ml



### Xerox Business DIN

- DIN A4
- 80 g/m<sup>2</sup>
- matt white
- 2500 sheets per box

Art. Nr. BO-0144  
CHF 52.00

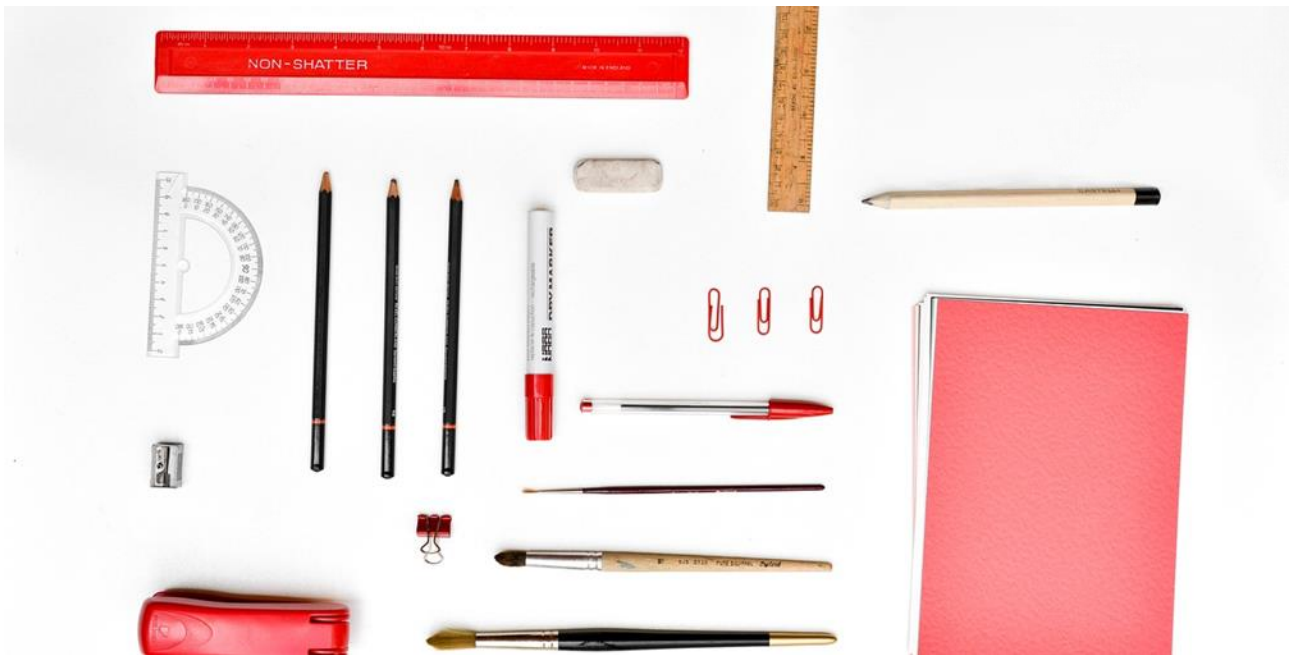


### Clairefontaine Coloured copy/prinert paper

- DIN A4
- 80 g/m<sup>2</sup>
- Assorted Colours
- 500 sheets

Art. Nr. BO-0169  
CHF 22.00





## General office supplies



### Senator ballpoint pen Standard

- Stitch thickness 0.4 mm
- ink Colour black
- 1 piece

Art. Nr. BO-0112  
**CHF 2.00**

### Senator ballpoint pen Standard

- Stitch thickness 0.4 mm
- ink Colour black
- 100 pieces per box

Art. Nr. BO-0113  
**CHF 150.00**



### Senator ballpoint pen with printing

- Stitch thickness 0.4 mm
- ink Colour black
- 1 piece

Art. Nr. BD-0112  
**CHF 3.00**

### Senator ballpoint pen with printing

- Stitch thickness 0.4 mm
- ink Colour black
- 100 pieces per box

Art. Nr. BD-0113  
**CHF 200.00**



Art. Nr. BO-0109  
CHF 3.00

### Pilot FriXion Ball rollerball pen

- Stitch thickness 0.4 mm
- Point width 0.7 mm
- Colour pink



Art. Nr. BO-0111  
CHF 5.00

### Pilot FriXion Refills

- Stitch thickness 0.4 mm
- Colour red
- 3 piece set



Art. Nr. BO-0110  
CHF 12.00

### Pilot FriXion Ball Clicker

- Stitch thickness 0.4
- 4 piece set
- assorted Colours



Art. Nr. BO-0181  
CHF 40.00

### Pilot Roller Ball Pen 2G

- made from 70% recycled plastic
- stitch thickness 0.7mm
- Gel ink
- 12 pens, 12 ink refills



Art. Nr. BO-0118  
CHF 4.00

### STABILO Boss Original Highlighter

- Chisel tip 2-5 mm
- refillable
- 4 pieces



Art. Nr. BO-0119  
CHF 17.00

### STABILO Point 88

- Stitch thickness 0.4 mm
- Assorted Colours
- 20 pieces



Art. Nr. BO-0121  
CHF 4.00

### edding 300 Permanent Marker

- Round tip
- point thickness 3 mm
- Assorted Colours
- 3 pieces



Art. Nr. BO-0120  
CHF 4.00

### STABILO Coloured pencils GREEN Colours

- Assorted Colours
- 12 pieces
- FSC-certified Coloured pencils
- not break-proof



Art. Nr. BO-0114  
**CHF 4.00**

### Tipp-Ex Exact Liner Recycled

- Correction roller
- white roller width 5 mm
- Roller length 6m
- Suitable for right- and left-handed people



Art. Nr. BO-0115  
**CHF 7.00**

### Faber-Castell Grip 2001

- 3 different sharpener sizes
- Colour silver
- 5 x 10 x 10 cm



Art. Nr. BO-0116  
**CHF 1.00**

### Faber-Castell Eraser

- 18 x 8 x 50 mm
- red for coloured pensils & pensils
- blue for ink



Art. Nr. BO-0117  
**CHF 1.00**

### STAEDTLER Pencil Noris

- 122 HB
- Break-proof
- With eraser
- PEFC-certified





Art. Nr. BO-0091  
**CHF 23.00**

### Novus stapler B4

- Stapling capacity 40 sheets
- Colour black
- 3.8 x 14.1 x 6.2 cm



Art. Nr. BO-0108  
**CHF 2.00**

### Novus OFFICE 23/8 staples

- Steel silver
- 1000 pieces per box
- environmentally friendly, galvanized



Art. Nr. BO-0079  
**CHF 20.00**

### Scotch Magic Adhesive Tape C38

- Colour black
- 92 mm x 33 cm
- Bandwidth 19 mm



Art. Nr. BO-0107  
**CHF 23.00**

### Scotch Crystal Clear Tape

- Strong adhesive strength
- tear-resistant
- tape width 19 mm
- tape length 33 mm
- transparent, crystal clear
- value pack of 7 rolls + 1 free



Art. Nr. BO-0092  
**CHF 17.00**

### Leitz NeXXt Style Hole Punch 5006

- Punching capacity 30 sheets
- 2 holes
- Colour satin black
- Metal
- 10.7 x 13.7 x 10 cm



Art. Nr. B0-0100  
**CHF 22.00**

### Replacement Stamp Pad Trodat 6/4913

- Stamp ink black
- 2 pieces per pack
- 6.8 x 3.1 x 1 cm



Art. Nr. BO-0099  
**CHF 22.00**

### Trodat Address Stamp Printy 4913

- Stamp ink black
- Max. text plate size of 58 x 22 mm
- 5 lines
- Climate-neutral production from recycled plastic

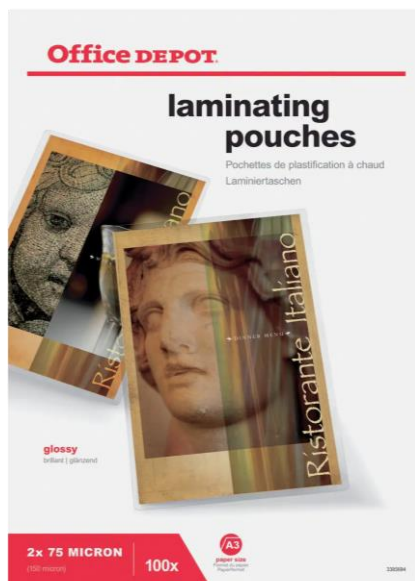


### GBC Laminating Machine 1000L

- Colour black
- up to size A3
- 3 minute heat-up time
- ideal for private households and small offices

Art. Nr. BO-0076

**CHF 79.00**

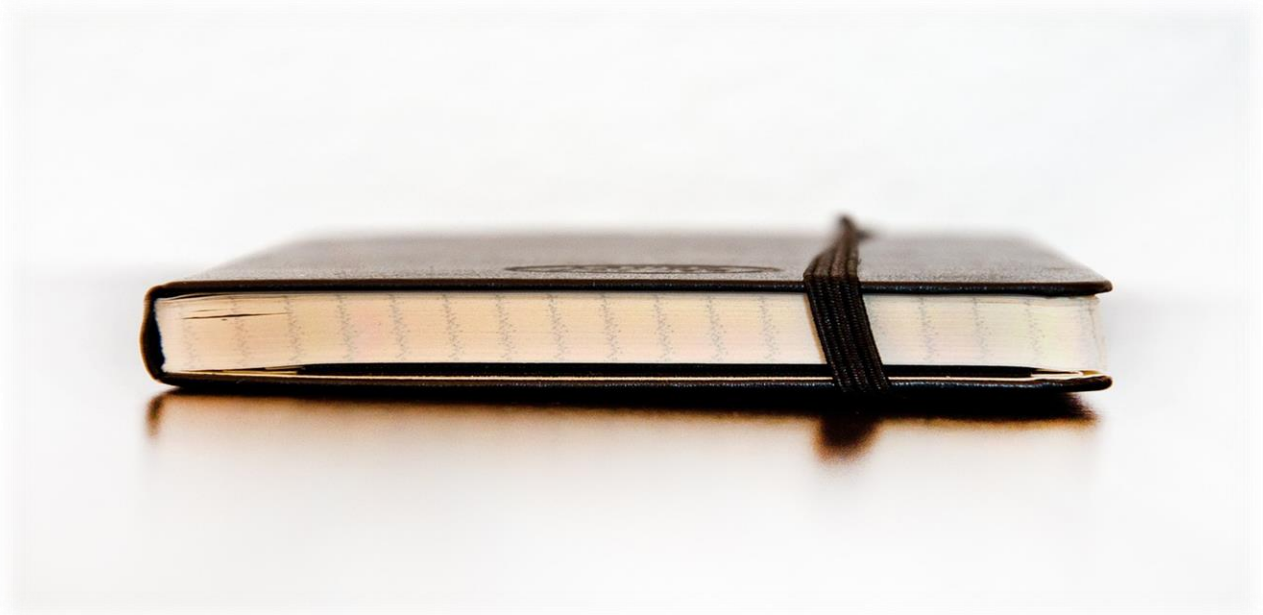


### Office Depot laminate film

- size A3
- glossy
- 100 sheets per pack

Art. Nr. BO-0077

**CHF 33.00**



## Calendars and Agendas

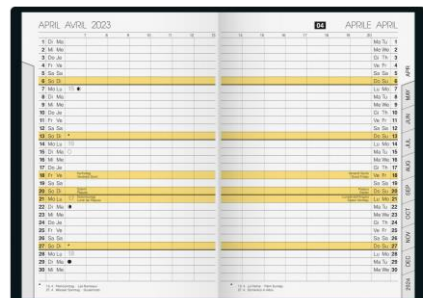


### Agenda with Cover

- 21 x 15 cm
- 1 day per page
- upcycling film banner

Art. Nr. BO-0149

**CHF 35.00**



### BRUNNEN BRUNNEN Book Calendar

- 1 month on 2 pages
- Colour black
- 15.3 x 10.4 cm

Art. Nr. BO-0071

**CHF 26.00**

### Rido Table Calendar

- 30.7 x 10.5 cm
- 1 week on 2 pages
- Colour gold

Art. Nr. BO-0070

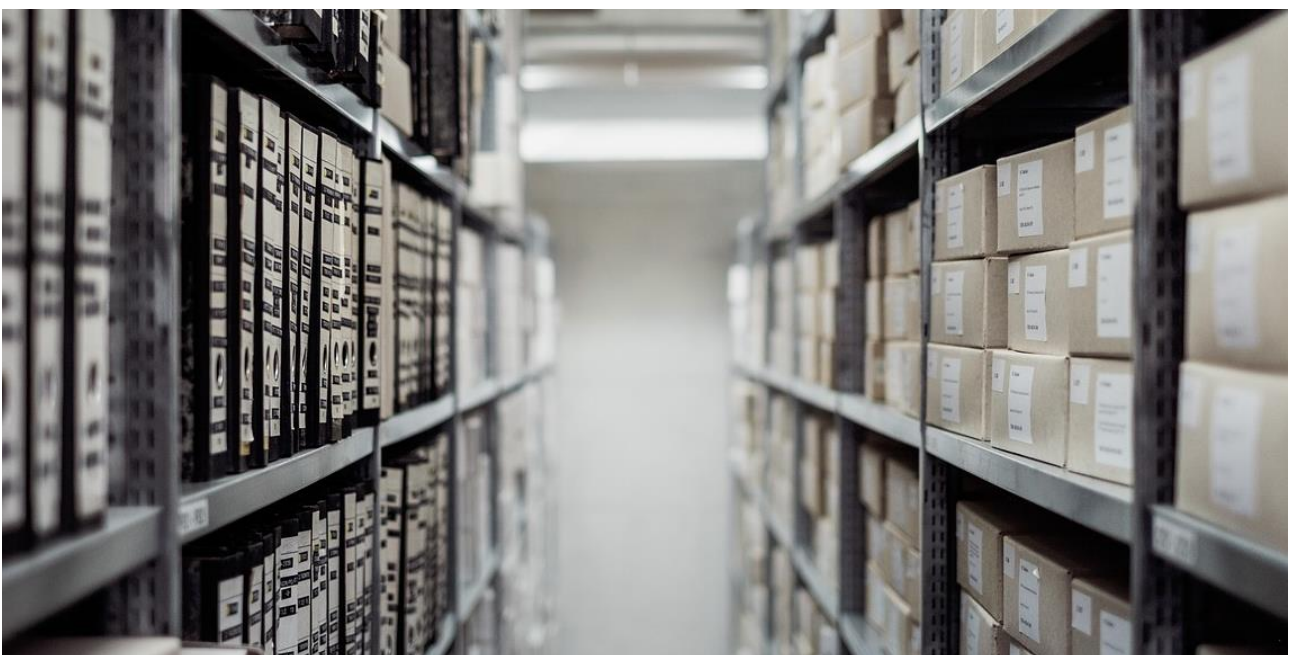
**CHF 28.00**







# Office Organisation





Art. Nr. BO-0182  
**CHF 5.00**

### Exacompta Eterneco Pen Box

- recycled cardboard
- vegetable oil coated for water protection
- 4 compartments
- 8.5 x 8.5 x 11 cm



### Tabletop Bin

- push'n'swing lid
- stainless steel
- silver
- 12 x 16.5 cm

Art. Nr. BO-0195  
**CHF 25.00**



### Monolith Desk Organizer

- Integrated smartphone charging station
- Plastic
- Black and white
- 21.7 x 18.7 x 9.6 cm

Art. Nr. BO-0101  
**CHF 25.00**



### Office Depot Pen Holder

- Metal mesh
- black
- 9 x 9 x 10 cm

Art. Nr. BO-0183

**CHF 3.00**



### Office Depot Desk Organizer

- Metal mesh
- black
- 22.2 x 14 x 12.5 cm

Art. Nr. BO-0102

**CHF 14.00**



### Office Depot Paper Bin

- Metal mesh
- black
- 26 x 27 x 28 cm

Art. Nr. BO-0103

**CHF 10.00**

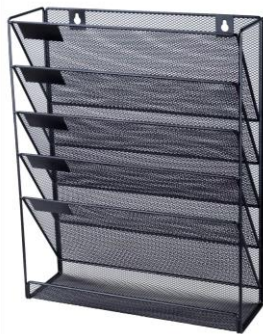


### Office Depot Storage Compartments

- Metal mesh
- black
- 29.5 x 35.5 x 26.5 cm
- 3 storage compartments

Art. Nr. BO-0106

**CHF 21.00**



### Portrait Brochure Holder

- 5 storage compartments
- metal mesh, plastic
- Colour black
- 32.5 x 10.5 x 40.5 cm

Art. Nr. BO-0105

**CHF 17.00**



### Office Depot Sorting System

- 3 storage compartments
- metal mesh
- Black
- 22.2 x 14 x 12.5 cm

Art. Nr. BO-0104

**CHF 14.00**





Art. Nr. BO-0046  
**CHF 115.00**



Art. Nr. BO-0047  
**CHF 123.00**

### Leitz WOW Cube Drawer Box Duo

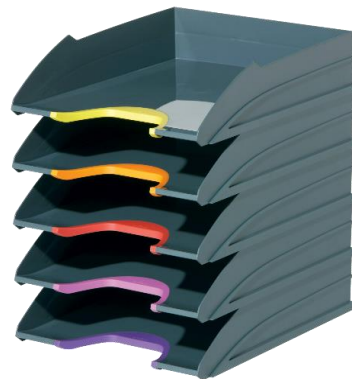
- 5 drawers
- format A4
- white-gray
- stackable up to 3 units
- 28.7 x 27 x 36.3 cm

### Exacompta Drawer Box

- 10 drawers
- for A4 format
- light gray/ black
- 28.8 x 35 x 32 cm



Art. Nr. BO-0048  
**CHF 104.00**



Art. Nr. BO-0049  
**CHF 49.00**

### Hansa Storage Compartments

- for format A4
- Plastic
- transparent light gray
- height 20.5 cm

### DURABLE Storage Compartments VARIColour TRAY

- Polystyrene
- assorted Colours
- set of 5 pieces
- 25.5 x 33 x 5.5 cm



**binder 8cm**

1 Piece / blue

Art. Nr. BO-0170



**binder 8cm**

1 Piece / yellow

Art. Nr. BO-0171



**binder 8cm**

1 Piece / black

Art. Nr. BO-0172



**binder 8cm**

1 Piece / green

Art. Nr. BO-0173

**each  
CHF 4.00**



**binder 5cm**

1 Piece / blue

Art. Nr. BO-0174



**binder 5cm**

1 Piece / yellow

Art. Nr. BO-0175



**binder 5cm**

1 Piece / black

Art. Nr. BO-0176



**binder 5cm**

1 Piece / green

Art. Nr. BO-0177



Sample print

binder 8cm / blue  
Art. Nr. BD-0170

**CHF 50.00**

**Folder Set with Print**

**Folder spine can be  
printed as desired**

Printing price for 5 pieces  
only available in a set and  
blue version



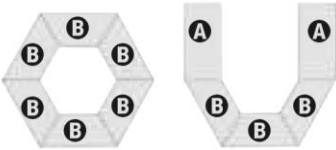
Sample print

binder 5cm / blue  
Art. Nr. BD-0174

**CHF 50.00**

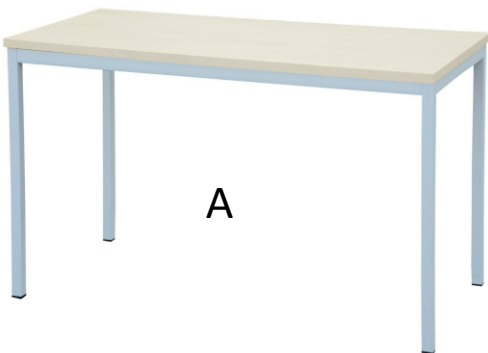


# Meetings & Presentations



## Niceday Meeting Table

- Can be combined
- easy positioning due to straight edge
- Colour maple, silver or beech, black
- 2 year guarantee

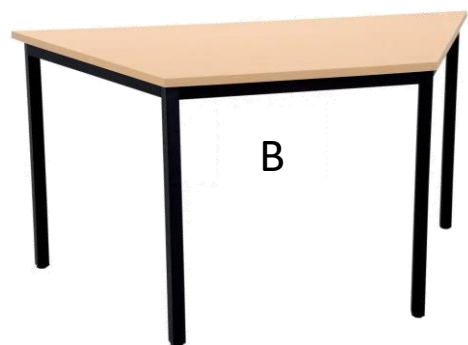


A

Art. Nr. BO-0128  
**CHF 264.00**

## Niceday rectangular table

- 160 x 80 x 75 cm
- Colour maple, silver



B

Art. Nr. BO-0129  
**CHF 229.00**

## Niceday trapeze table

- 120 x 60 x 75 cm
- Colour beech, black



**3** Jahre  
Garantie\*

Selbst-  
montage

### Realspace® Visitor Chair Ella

- Polypropylene material
- seat cover fabric
- seat depth 38.5 cm
- seat width 48 cm

Art. Nr. BO-0126

**CHF 60.00**



**3** Jahre  
Garantie\*

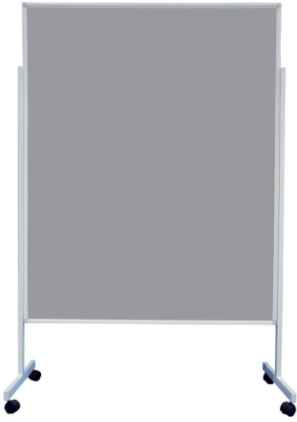
Selbst-  
montage

### Realspace® Visitor Chair Emma

- Polypropylene material
- seat cover fabric
- seat depth 43 cm
- seat width 52 cm

Art. Nr. BO-0127

**CHF 86.00**



Art. Nr. BO-0136  
**CHF 154.00**

**Office Depot Moderation Board**

- Durable Felt Covering, suitable for velcro
- Can also be used as a room divider
- 125 x 185 cm
- Colour Grey, White
- Including wheels
- Both sides are useable



Art. Nr. BO-0137  
**CHF 164.00**

**Franken Moderation Case**

- Lockable aluminium case with removable Carry Strap and extensive contents (over 2.100 Pieces)
- Colour Silver
- Size 43 x 12 cm
- Moderation cards in 5 sizes, marking dot stickers, Flipchart markers, Jumbo markers, Scissors, Tape, Gluestick, Pins, Lazer pointer



Art. Nr. BO-0019  
**CHF 61.00**



Art. Nr. BO-0020  
**CHF 284.00**

**Franken Screen**

- White / Black
- Valueline 150 x 150 cm

**Nobo Projection Screen**

- White / Grey
- 200 x 131 cm





Art. Nr. BO-0022  
**CHF 39.00**



Art. Nr. BO-0023  
**CHF 440.00**

### Office Depot Whiteboard

- 90 x 60 cm
- Painted Steel
- Magnetic
- Wall mountable

### Legamaster 7-210500

- 75 x 120 cm
- Colour White
- Magnetic Surface



Art. Nr. BO-0025  
**CHF 22.00**



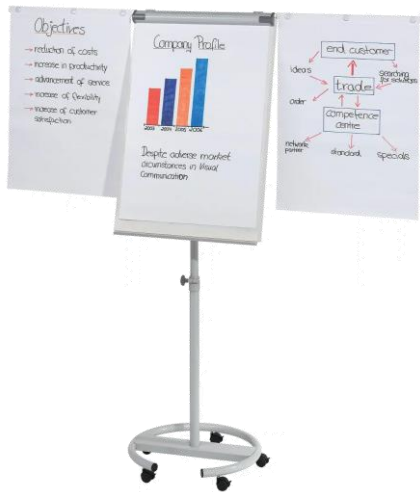
Art. Nr. BO-0026  
**CHF 182.00**

### Tabletop Flipchart Pad 563R

- 50 x 60 cm
- Free standing
- Colour White
- 20 Sheets

### Office Depot Flipchart Management

- Height adjustable 70 x 100 cm
- Colour Silver
- Free standing
- Magnetic Surface



Art. Nr. BO-0138  
**CHF 184.00**



Art. Nr. BO-0139  
**CHF 36.00**

### Franken Flipchart ECO Mobil

- Magnetic Whiteboard Surface
- Size 68 x 105 cm
- Height adjustable to 195 cm
- Metal, Plastic
- 5 Rolls and Marker Shelf

### Office Depot Flipchart Paper

- 70 g/m<sup>2</sup>
- 5 Pieces of 20 Sheets
- recycled



Art. Nr. BO-0140  
**CHF 4.00**



Art. Nr. BO-0141  
**CHF 4.00**

### Niceday Flipchart Marker

- Waterbased ink, fast drying
- Round tip with tip width of 1 – 3 mm
- Assorted colours
- 6 Pieces per Set

### Niceday Magnets

- 3 cm
- Assorted colours
- 3 x 3 cm
- 10 Pieces



## Greeting Cards

- incl. envelopes 16.5 x 12 cm
- Printed on recycled paper

**10er Set assorted**

Art. Nr. BO-0163

**CHF 50.00**







von Herzen

**Greeting Card "from the heart"**

Art. Nr. BO-0151  
**CHF 6.00**



Zur Hochzeit...

**Greeting Card "Wedding"**

Art. Nr. BO-0152  
**CHF 6.00**



**Greeting Card "Birthday"**

Art. Nr. BO-0153  
**CHF 6.00**



Wie die Zeit vergeht...

**Greeting Card "Time"**

Art. Nr. BO-0154  
**CHF 6.00**



Greeting Card "New Home"

Art. Nr. BO-0155  
**CHF 6.00**



Greeting Card "Landscape"

Art. Nr. BO-0156  
**CHF 6.00**



Greeting Card "Happiness"

Glück Zufriedenheit  
 Ruhe Liebe Kraft  
 Freude Gesundheit  
 Harmonie Zeit  
 Humor Gelassenheit

Art. Nr. BO-0157  
**CHF 6.00**



Greeting Card "Everyday Life"

ES SIND  
 DIE  
 KLEINEN  
**DINGE**  
 IM ALLTAG  
 DIE UNS  
**VERSCHÖNERN**  
 DEN TAG

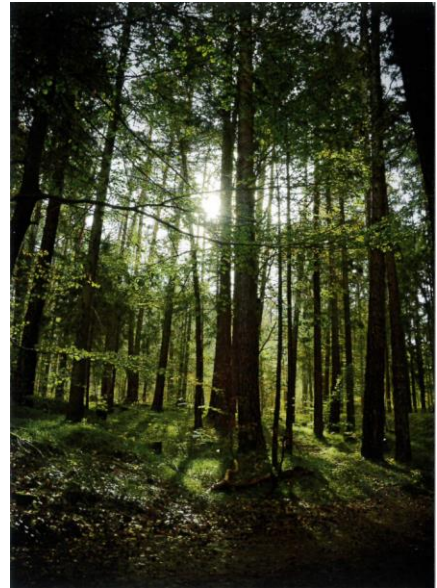
Art. Nr. BO-0158  
**CHF 6.00**





Sympathy Card "Forest I"

Art. Nr. BO-0159  
**CHF 6.00**



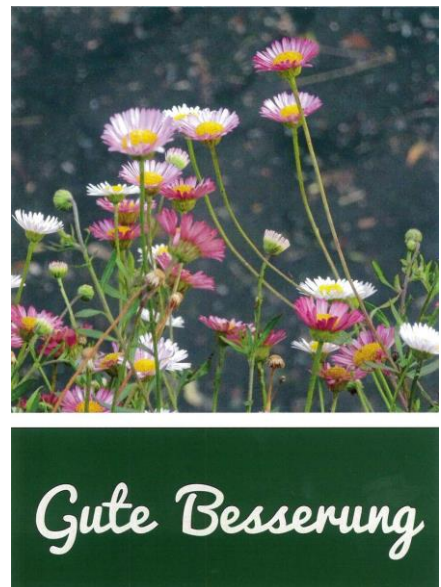
Sympathy Card "Forest II"

Art. Nr. BO-0160  
**CHF 6.00**



Greeting Card "Luck"

Art. Nr. BO-0161  
**CHF 6.00**



Greeting Card "Get Well"

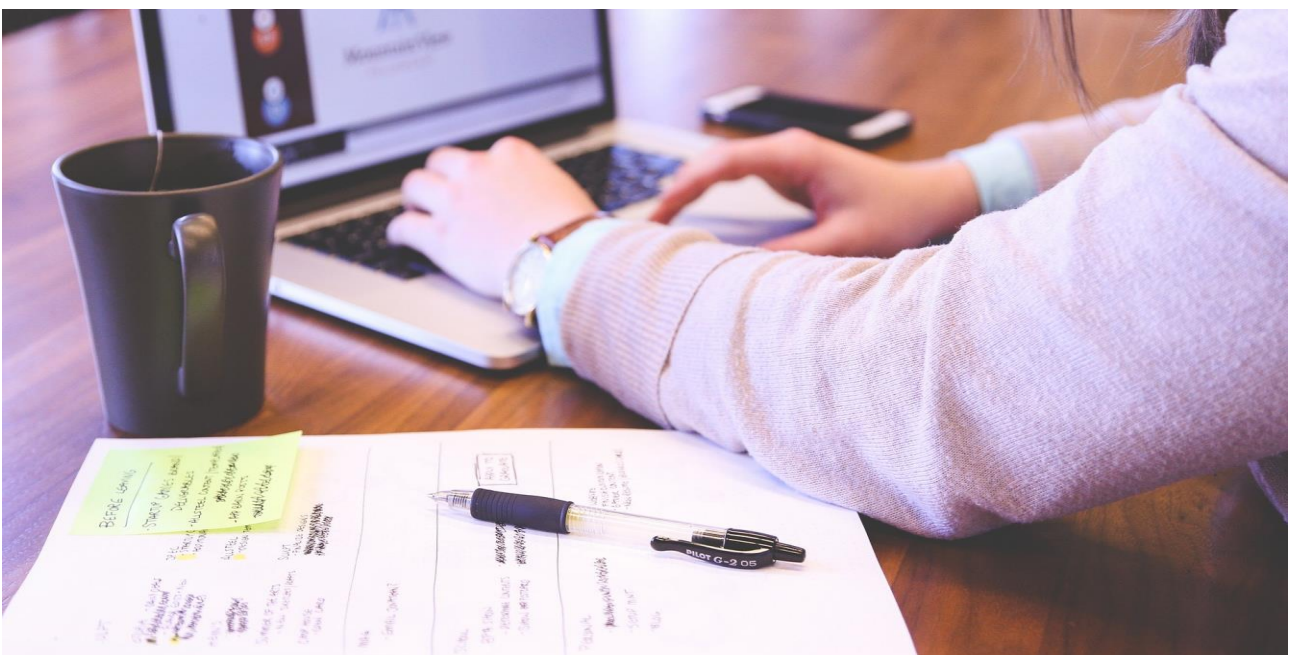
Art. Nr. BO-0162  
**CHF 6.00**



## Label and Paper Bags

Back office your printing specialist for:

- ✓ Advertising printing of various products
- ✓ Corporate printed matter
- ✓ Personalized labels





Art. Nr. BO-0096  
**CHF 22.00**



Art. Nr. BO-0097  
**CHF 13.00**

### **AVERY Zweckform Address Labels 260**

- Self adhesive
- Printable with Laser Printer
- Colour White
- 3.6 x 8.9 cm
- 2 Rolls of 260 Labels

**AVERY Zweckform Address Labels 260 with personalized professional online printing**

Art. Nr. BD-0096  
**CHF 32.00**

### **AVERY Zweckform Address Labels 130**

- Self adhesive
- Printable with Laser Printer
- Colour White
- 2.8 x 8.9 cm
- 2 Rolls of 130 Labels

**AVERY Zweckform Address Labels 130 with personalized professional online printing**

Art. Nr. BD-0097  
**CHF 23.00**



Art. Nr. BO-0098  
**CHF 37.00**



Art. Nr. BD-0098  
**CHF 50.00**

### **Raja Paper Bag RECY22**

- Made from recycled Paper
- Brown
- 90 g/m<sup>2</sup>
- 50 Bags per package

### **Raja Paper Bag RECY22**

- with personalized and professional online printing
- Printing for 50 Bags





## Office furniture





# Tips

## for healthy working in a home office

This makes it all the more important to make the time spent in the home office as healthy as possible

### How to set up your home office optimally

Do you work from the couch or even in bed?

The workplace should ideally be set up in a study or at least in a work area with its own desk.

The spatial separation of work and private areas helps to concentrate during working hours and to let go after work.

### A healthy sitting posture relieves strain on the back

The optimal sitting position allows a relaxed view on the screen from, above at a distance of 50 to 70 cm.

The head should be slightly lowered when looking at the monitor to avoid tension in the neck area.

### A good screen supports you at work

Laptops are very useful – but not at all suitable for permanent work. Constantly looking at these, often too small and low-contrast screens may cause dry eyes, which are more prone to infections.

So it is worth investing in a screen with a diagonal of at least 22 inches. In addition, the reflection of daylight on the screen should be avoided, as it puts additional strain on the eyes.

It is recommended to have a humidity of 50 % in the room, for example by placing some water bowls. Furthermore, avoid direct airflow, such as fans and air conditioners. Don't place it near the eyes.





### Take regular breaks

Coffee, talking to colleagues or going to the canteen provide short breaks in the office and thus relieve the strain on the eyes and head. At the Home Office; however, many people spend their lunch break in front of the computer or don't allow themselves any breaks at all. But efficient work includes efficient regeneration.

### Tips for breaks and easing at the Home Office

Always drink enough water, at least two liters per day.

Take time for breaks and do not spend them, if possible, in front of the computer.

Give your eyes a break and look out the window every ten minutes, consciously concentrate on objects at the edge of your field of vision, do visual exercises and let your pupils move left and right and up and down. Darkness and warmth are gentle on the eyes - place your hands briefly (without pressure) on your eyes several times a day and think of

beautiful things such as a holiday panorama, colourful flowers or your last outdoor adventure.

### Keep active with workouts and exercise

Too little physical activity combined with sitting for too long damages blood circulation and the body's oxygen supply. The intervertebral discs are subjected to above average stress and the muscles degenerate when not in use. This makes it all the more important to exercise adequately to compensate. In rural areas, taking a daily walk in the fresh air helps. In regions that are completely isolated, your own house or garden becomes your fitness studio.

The time you save from not having to commute is a perfect opportunity for exercise. This is how a yoga session ensures a healthy start to the day. Classic bodyweight exercises, such as push-ups or squats, as well as sit-ups, planking exercises or jumping jacks are perfect for a break after work.

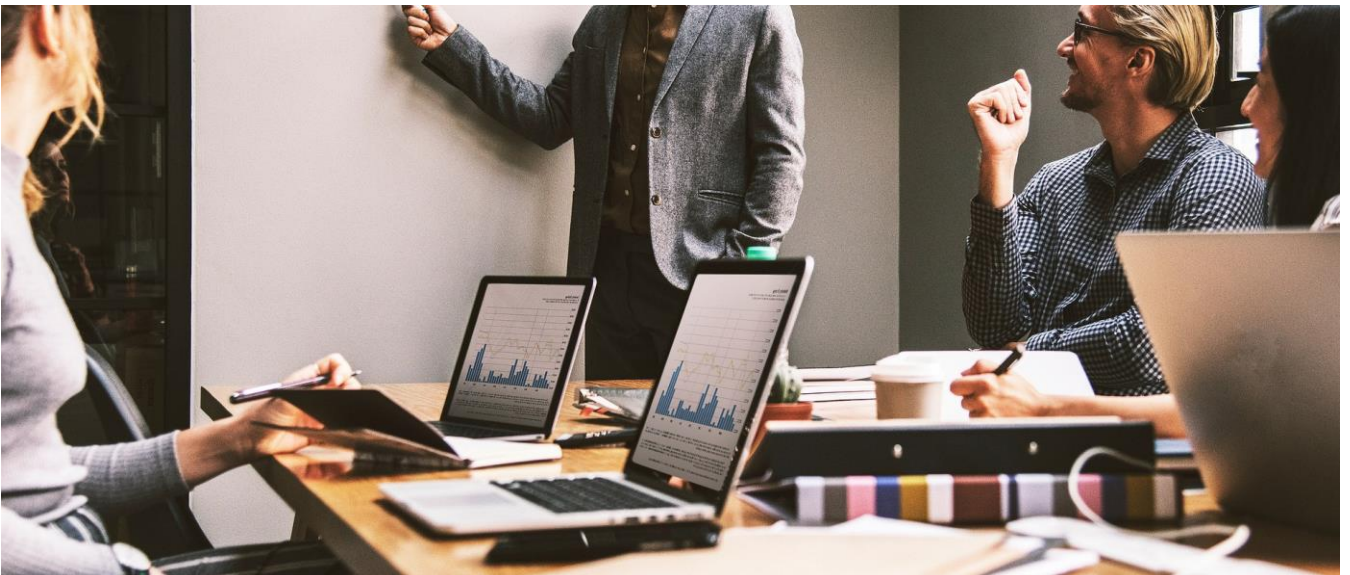


# Ergonomics in the workplace

## Personal on-site consultation

- Duration by agreement
- Price per hour

Art. Nr. BD-1008  
**CHF 150.00**





With these 11-step instructions you will be able to sit correctly from now on

- When you sit, your back rests against the back of the chair
- Use the entire seat of your chair
- Assume a sitting position that is as upright as possible
- When you sit, your lower and upper thighs form a 90 degree angle or more
- Forearms rest on the desk when sitting, your lower and upper arms are at a 90 degree angle or more
- Your pelvis should be tilted slightly forward so that your thighs fall slightly
- To relieve the strain on your legs and back, your feet need a firm grip on the floor
- You sit correctly when you sit dynamically and not statically
- Pay conscious attention to your posture
- The correct sitting position always supports the natural double S shape of the spine

### 40-15-5 Rule

To have a healthier working day, you should plan each hour so that you sit dynamically for 40 minutes, stand for 15 minutes (for example at a height-adjustable desk) and walk for 5 minutes. Since it's not enough to just do some physical activity after work, simply incorporate more exercise into your everyday work routine.

### Less sitting is sitting properly

For example, use the stairs instead of the elevator or arrange your office supplies in such a way that you are forced to stand up when you need a file or the hole punch.





Art. Nr. BO-0122  
**CHF 119.00**



Art. Nr. BO-0123  
**CHF 194.00**

### Realspace Office Chair Jura

- Ergonomic Back Rest with Formed Padding
- EU Norm EN 1335 compliant
- Seat height 45 -59 cm; Seat 46 x 45 cm; Back Rest 45 x 52 cm
- Fabric Cover Blue

### Leitz Ergo Cosy Active 6518

- Allows user to work sitting or standing
- Seat-/Standing height 46 - 79 cm
- Seat Surface 37 cm
- Capacity to 110 kg
- Colour Blue



Art. Nr. BO-0124  
**CHF 86.00**



Art. Nr. BO-0125  
**CHF 107.00**

### Alba Ergo Ball

- Diameter 650 mm
- max. capacity 120 kg
- Fabric Cover Blue

### Niceday Manager Chair Malaga

- High Backrest
- Weight activated, synchronised mechanism based on user weight and seat position
- Seat height 52 - 64 cm; Seat 55 x 52 cm;
- Backrest 56 x 66 cm
- Grained leather



# Desk

## The perfect furniture for every workspace

Meet all your office needs

An office consists of various work areas that have different requirements. We have the ideal furniture solution for every work area.

The combination of our years of experience and our comprehensive product range makes us your ideal partner for all your office furnishings.







Art. Nr. BO-0130  
**CHF 1609.00**



Art. Nr. BO-0131  
**CHF 974.00**



### Hammerbacher Seat-StehDesk XD SM

- Beech, Silver-Grey
- 120 x 80 x 62-127 cm
- Motorised height adjustable, incl. memory switch
- 2 Motor Drive
- Collapsible cable channel under the desktop
- Display left or right under the desktop, mountable

### Hammerbacher Sitting/Standing Desk VXDK

- Maple, Graphite
- FSC®-certified Desk
- 180 x 80 x 60.6 -125.3 cm
- Button for simple height adjustment
- Noise level: <50dB
- Dual Motors
- Capacity: 125 kg
- Speed: 38 mm / s



Black  
 Art. Nr. BO-0193  
**CHF 99.00**



White  
 Art. Nr. BO-0194  
**CHF 99.00**

### Desk Demestico Oak

- with wheels
- 120 x 60 x 75 cm



# Shelves



Art. Nr. BO-0010  
**CHF 198.00**

## Regal Imitation Beech

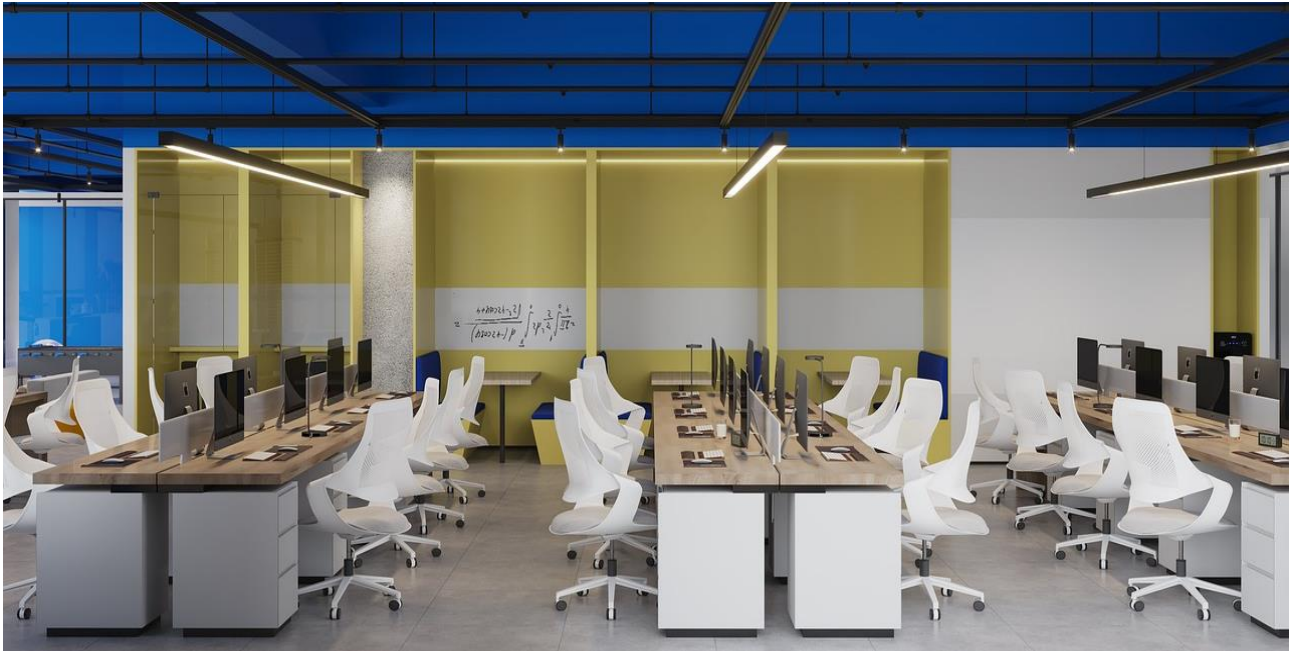
- 80 x 33 x 114.4 cm
- 2 Shelves



Art. Nr. BO-0134  
**CHF 654.00**

## Hammerbacher Sliding Cupboard Matrix

- Colour Silver / Maple
- 120 x 40 x 110 cm
- Lockable
- 1 Shelf



## Rolling containers



Art. Nr. BO-0132  
CHF 247.00

### Hammerbacher Rolling Container

- Rolling container with 4 drawers
- Colour Beech
- Size 42.8 x 58 x 59 cm
- Capacity per drawer 8 kg
- Drawers pull out 75%



Art. Nr. BO-0133  
CHF 389.00

### PAPERFLOW PERSO ART DECO - DARKNESS

- Rolling container with 3 drawers
- Size 64.2 x 39 x 43.6 cm
- Capacity per drawer 7.5 kg
- Drawers pull out 75%



## Lights



Art. Nr. BO-0017  
**CHF 203.00**

### Hansa Desk Lamp Vario Plus

- Height 54 cm
- Colour Anthrazite
- LED Bulb
- 10.5 W power



Art. Nr. BO-0016  
**CHF 39.00**

### Hansa Desk Lamp Ecostar

- Height 70.5 cm
- Colour Silver
- Energy efficient bulb
- 11 W power





## Break Time

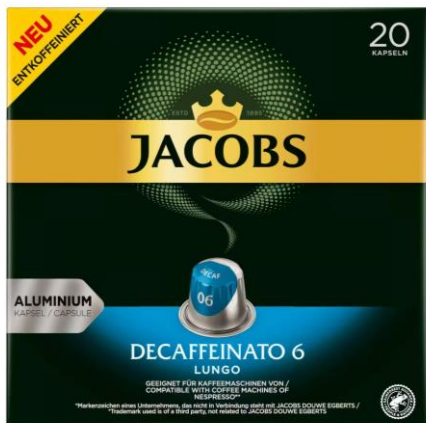






# Beverages





Art. Nr. BO-0028  
CHF 7.00

### Jacobs Lungo Decaffeinato 6

- Compatible with Nespresso Machines
- Arabica and Robusta Beans
- Decaffeinated
- 20 Pieces per package



Art. Nr. BO-0029  
CHF 17.00

### CAFÉ ROYAL Lungo

- Compatible with Nespresso Machines
- 100 % Arabica Beans
- UTZ-certified
- 50 Pieces per package



Art. Nr. BO-0031  
CHF 36.00

### L'OR Elegant Coffee Capsules

- 100 % Arabica Beans
- 100 Pieces per package
- Compatible with Nespresso Machines



Art. Nr. BO-0032  
CHF 4.00

### Meßmer Darjeeling Tea

- Black tea decaffeinated
- 25 Pieces per package
- Pieces 3g each



Art. Nr. BO-0083  
CHF 34.00

### TEEKANNE Collection

- 180 Pieces per package
- 12 different flavours
- Rainforest Alliance certified



Art. Nr. BO-0094  
CHF 6.00

### TEEKANNE Frio Sport

- Apple-Lemon flavour with Magnesium
- 18 Pieces per package
- For cold brewing
- Caffeine free



Art. Nr. BO-0084  
CHF 3.00

### TEEKANNE 8 Kräuter

- Herbal Tea
- 20 Pieces per package
- Aromatic and mild flavour
- Lactose and gluten free, vegan



Art. Nr. BO-0085  
CHF 3.00

### TEEKANNE Camomile Tea

- 100% Camomile
- 20 Pieces per package
- Lactose and gluten free, vegan





Art. Nr. BO-0038  
**CHF 13.00**

### Jacobs Coffee Cream

- 10 % Fat
- UHT
- 240 Pieces per package
- Pieces of 7.5 g



Art. Nr. BO-0034  
**CHF 48.00**

### Elite Black Honey Spoons

- 125 Pieces per package
- Pieces 7 g each
- Organic quality



Art. Nr. BO-0037  
**CHF 2.00**

### Hellma Coffee Cream

- 7.5 % Fat
- 10 Pieces per package
- Pieces 10 g each



Art. Nr. BO-0035  
**CHF 35.00**

### Sugar Sticks "Paraguay"

- 1000 Pieces per package
- Pieces 4 g each
- Fairtrade





## Drinking containers & accessories



### Coffee Cup "To Go"

- Reusable
- 240ml capacity
- Made from renewable sugar beets

Art. Nr. BO-0146

**CHF 5.00**



Coffee Cup "To Go" with personalized and professional online printing

Art. Nr. BD-0146

**CHF 13.00**



Art. Nr. BO-0190

**CHF 13.00**

### CEP Cup Carrier TAKE A BREAK

- Black
- For 11 Cups (3 x big, 8 x small)
- 33 x 25 x 46 cm



Art. Nr. BO-0188  
**CHF 7.00**

**PAPSTAR „Macchiato“**

- Green print
- 300 ml capacity
- compostible
- 50 pieces per package



Art. Nr. BO-0189  
**CHF 9.00**

**PAPSTAR „Pure Joy“**

- white
- Paper lid, Ø 9 cm
- 50 pieces per package



Art. Nr. BO-0187  
**CHF 6.00**

**PAPSTAR „Espresso“**

- Taupe print
- 100 ml capacity
- compostible
- 80 pieces per package



Art. Nr. BO-0145  
**CHF 6.00**

**PAPSTAR „Pure Joy“**

- Paper cup from recycled cardboard
- 200 ml capacity
- 50 pieces per package

# Our offer exclusively for You



## Water Bottle

- Capacity 1 Liter
- Recycled Glass
- without Logo

Art. Nr. BO-0179  
**CHF 5.00**



## Wooden Crate

- From untreated wood
- 11.7 x 11.3 x 36 cm
- «buy a piece of nature»

Art. Nr. BO-0178  
**CHF 13.00**

**Water bottle with personalized  
Professional Online Printing**

Art. Nr. BD-0179  
**CHF 13.00**

**Wooden box with personalized  
Professional Online Printing**

Art. Nr. BD-0178  
**CHF 21.00**



Art. Nr. BO-0192  
**CHF 35.00**



grey  
 Art. Nr. BO-0191  
**CHF 49.00**

black  
 Art. Nr. BO-0198  
**CHF 49.00**

### Tork napkins Xpressnap N12

- white
- Compatible with Tork Serviette Dispenser N4
- 1-ply, folded
- 5 Pack (5 x 225 per package)

### Tork Serviettenspender N4

- Designed for Xpressnap N12 napkins
- Maximum capacity 200 napkins
- 20.1 x 15 x 15.5 cm



Art. Nr. BO-0180  
**CHF 12.00**



Art. Nr. BO-0045  
**CHF 8.00**

### PAPSTAR napkins

- 250 pieces per package
- Colour blue
- 3-ply

### PAPSTAR Stir Sticks "Pure Bamboo"

- Length 15 cm
- 1000 pieces per package
- From sustainably produced bamboo





## Sweet temptation



Art. Nr. BO-0040  
**CHF 19.00**

**Ferrero Cookies Giotto**

- 120 pieces per package



Art. Nr. BO-0086  
**CHF 8.00**

**Haribo Fruit Gummies Sweet Devils**

- 150 pieces per package



Art. Nr. BO-0081  
**CHF 13.00**

**Mixed Danish Cookies**

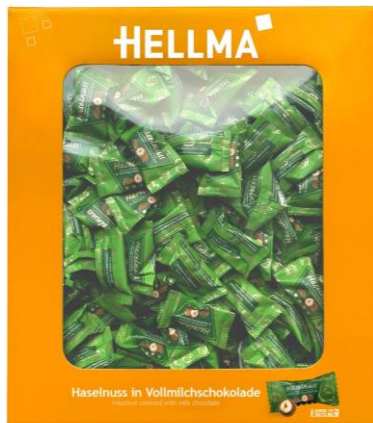
- Danish Butter Cookies
- 500 g per tin



Art. Nr. BO-0082  
**CHF 22.00**

**HELLMA Goldline**

- Div. Cookies
- 140 pieces per package



Art. Nr. BO-0041  
**CHF 31.00**

**HELLMA Haselnuts in Milk chocolate**

- 380 pieces per package
- Haselnuts in milk chocolate



Art. Nr. BO-0042  
**CHF 24.00**

**RITTER SPORT Mini**

- 84 pieces per package
- 7 flavours per package



## Fruit subscription

We deliver fresh every week by subscription



### Fruit basket freshly replenished weekly

- if possible with seasonal fruits
- can be canceled at any time

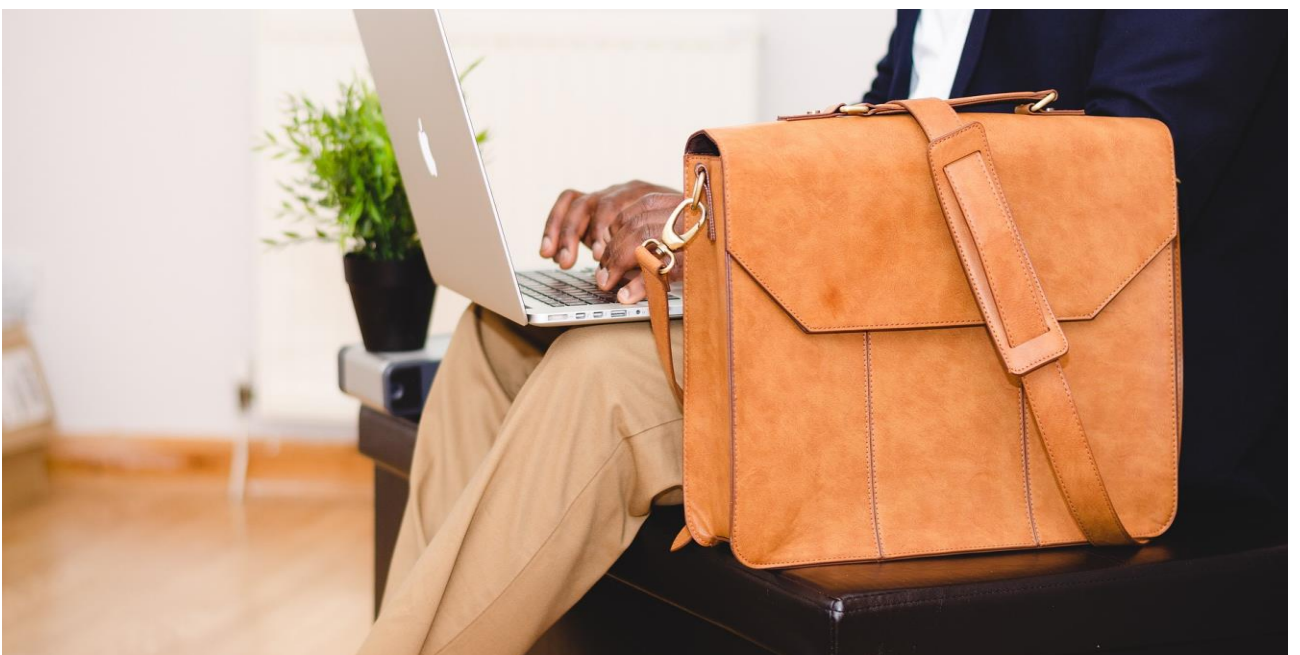
Art. Nr. BD-1003

**CHF 45.00**





## On the way







# Changings of working environments

New technologies, new habits and changing values in the working world require new workplace design.

The trend towards location- and time-independent work and digital process launches

Today's way of working is changing. Process flows are automated or digitally supported and manual activities are reduced. Work is carried out almost exclusively on computers or laptops, and communication is mostly digital. On the other hand, the trend of working regardless of time and location is increasing. People are increasingly working from home, at the home office or from a mobile workstation.

Clean desk policy makes this possible

This is accompanied by an increasing desk-sharing policy. This means that there are no longer fixed workstations, but instead every desk in the office is shared. The employees then work in whatever space is available. In order to make this possible, it is important that the workplaces are always kept clean, neutral and tidy – so-called clean desk policy.

A good room and workplace concept helps you work efficiently and succeed

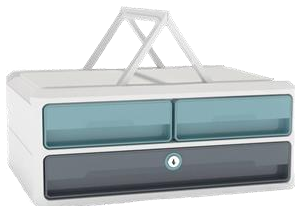
Work is being increasingly carried out in project groups with different compositions. The allocation of skilled workers to the respective projects is determined according to their skills and knowledge. This means that employees sometimes have tasks in several projects at the same time. In order for this to work together with a desk sharing policy, a new and flexible room and workplace concept is required, with appropriate equipment, which enables the individual project teams to come together and work creatively, efficiently and effectively. The concepts of location-independent working and “bring your own device” make IT security and data protection a challenge.

We have expanded our product range to enable mobile, flexible, effective and healthy working with a clean desk policy. You can find our articles about mobile working on the following pages (59-61).



## An office to go

The optimal solution for working regardless of time and place are our practical specials, adapted to your individual needs.



white  
Art. Nr. BO-0185  
**CHF 79.00**



grey  
Art. Nr. BO-0184  
**CHF 67.00**

### CEP Drawer Module

- 80% Recycling
- carryable
- 37 x 27.5 x 14.6 cm
- 2 small drawers, 24.5 x 16 x 4 cm
- Drawer for Laptops to 14", lockable, 33 x 24.5 x 4 cm

### Ergo Cosy Laptop Stands

- 31.2 x 24.8 x 5 cm
- Weight 380g
- Height is adjustable from 16.2 to 19.5 cm
- Stability is ensured by rubber pads



blue  
Art. Nr. BO-0196  
**CHF 23.00**



grey  
Art. Nr. BO-0197  
**CHF 23.00**



### Monolith Laptop Bag Mobile

- Laptop size to 15.6 inches
- Material Nylon
- Colour black
- 42.5 x 20 x 32.5 cm

Art. Nr. BO-0167

**CHF 93.00**

## Business



### Samsonite Laptop-Rucksack Guard

- Laptop size to 17.3 inches
- Service pocket with Soft-Touch-Lining for sunglasses
- Material Polystyrol
- Colour black
- 32 x 20.5 x 48 cm

Art. Nr. BO-0168

**CHF 75.00**

## Trolley



### Wenger Laptop Bag Potomac 17

- Material Polyester
- Volume of 23 Liters
- As hand luggage on flights
- Colour Black
- 44 x 25 x 42 cm

Art. Nr. BO-0147

**CHF 133.00**



Art. Nr. BO-0148  
**CHF 85.00**

### Laptop Bag "Filmbanner"

- Material Upcycling Film banner
- 40x30cm

## Bag

## Backpack



Art. Nr. BO-0150  
**CHF 145.00**

### Roll Backpack "Sail"

- 40x60cm
- Material Upcycling Sail
- Can also be worn as a shoulder bag



## General terms and conditions (GT)

### 1. Validity of the General Terms and Conditions

These General Terms and Conditions regulate the relationship between you as the buyer and the BackOffice practice company.

### 2. Operator of the BackOffice Praxisfirma

BackOffice Office Center  
Elestastrasse 16  
7310 Bad Ragaz  
Tel: +41 (0)81 303 44 66  
Mail: [info@bo-buerocenter.ch](mailto:info@bo-buerocenter.ch)

### 3. Value added Taxes

All prices include VAT.

### 4. Copyright

The information in the "BackOffice Office supply shop" online shop including all illustrations, drawings, designs, photographs, video clips, texts and descriptions as well as all content are protected by copyright, trademark or otherwise and are the intellectual property of the BackOffice Office Center Foundation or licensed or the property of the relevant manufacturer/photographer.

### 5. Disclosures

All information relates to the future and is therefore only given subject to change. Errors excepted.

### 6. Postage charges

Postage charges up to CHF 100.00 are a flat rate of CHF 7.00  
From an order value of CHF 100.00, the postage charges are a flat rate of CHF 15.00

### 7. Order confirmation

An express confirmation of order acceptance is not required. Acceptance of the order is determined by delivery of the merchandise.

### 8. Prices - Terms of payment

- 8.1. All prices are quoted in Swiss Francs (CHF) plus VAT at the statutory rate.
- 8.2. Invoices are due for payment within 14 days without deductions from the invoice date. Payments shall be made by bank transfer or deposit to the accounts indicated on the invoices.
- 8.3. The legal rules regarding the consequences of late payment apply. We charge CHF 20.00 for the second reminder and an additional CHF 40.00 for the third reminder.
- 8.4. The customer is only entitled to offset, retain or reduce the amount if its counterclaims have been legally established or recognized by us.

### 9. Terms of delivery

Delays in delivery and performance for which we are not responsible due to force majeure and events such as strikes, lockouts, official orders, material failure, operational disruptions, etc. shall lead to an extension of the delivery periods to a reasonable extent even if they occur at our suppliers or their sub-suppliers.

## **10. Reservation of ownership**

We retain title as well as all other rights to the delivered goods until the invoice amount (plus interest on arrears) has been paid in full (Art. 715f. ZGB). If the customer defaults on payment of the purchase price, he hereby authorizes us to have the retention of title entered in the retention of title register at his expense. The customer shall inform third parties of our retention of title and notify us immediately in the event of access by third parties. In the event of infringement, we shall be entitled to take back the products subject to retention of title at the customer's expense.

## **11. Liability of defects**

- 11.1.** Claims for defects require that the delivered goods are inspected upon receipt and that defects are reported in writing without delay, but no later than two weeks after receipt of the goods.
- 11.2.** Insofar as there is a defect in the purchased item, BO-Praxisfirma shall initially provide warranty at its own discretion by means of rectification or replacement delivery instead of the warranty claims under the Swiss Code of Obligations. If the supplementary performance fails, the customer is entitled to demand rescission or reduction at its discretion.
- 11.3.** BO-Praxisfirma shall only be liable for direct damage caused by an intentional or grossly negligent breach of contract by BO-Praxisfirma. Any further liability is excluded - regardless of the legal nature of the asserted claim. This applies in particular to pre-contractual, contractual and non-contractual claims for damages.
- 11.4.** The warranty period is 12 months, calculated from the transfer of risk.

## **12. Product changes**

We reserve the right to make product changes without prior notice which serve exclusively to improve the item, do not jeopardise the content of the contract and are reasonable.

## **13. Place of jurisdiction - Place of performance**

The exclusive place of jurisdiction is our place of business. However, we are also entitled to sue the customer at its place of residence or business. The law of Switzerland shall apply; the UN Convention on Contracts for the International Sale of Goods shall not apply. Unless otherwise stated in the order confirmation, our registered office is the place of performance.

## **14. Miscellaneous**

We will point out any printing errors in our publications when you place your order. However, BackOffice practice company accepts no liability for miscalculations, typographical and/or printing errors.

## **15. Processing of data**

The customer's data will only be used for the stated purpose and will not be passed on to unauthorized third parties. Customer data may be transferred to carefully selected partner companies commissioned by BackOffice practice company to carry out shipping. BackOffice practice company also uses the information to communicate with customers about orders, products, services and about marketing offers, as well as to update our records and to maintain and service customer accounts, and to recommend products or services that may interest customers.