

## Longcheck

**From:** Company: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal code, City: \_\_\_\_\_

**To:** Company: THESEN AG  
 Telephone: +49 (0) 651 / 99 848 - 0  
 Telefax: +49 (0) 651 / 99 848 - 11  
 email: Info@THESEN-AG.com  
 Address: Max-Planck-Straße 20  
 Postal code, City: 54296 Trier

After a free short form analysis we shall be able to tell you whether there is any need for action to improve the situation. The evaluation of this short form analysis is free of charge and without any obligation to order. All data will subsequently be destroyed.

### Waste management

- Annual expenses for waste management: € \_\_\_\_\_ t \_\_\_\_\_
  - of this, domestic type industrial waste € \_\_\_\_\_ t \_\_\_\_\_
  - hazardous waste (requiring surveillance) € \_\_\_\_\_ t \_\_\_\_\_
  - Please include the most recent invoices for the 3 main types of waste
- Is there a balance sheet for waste? yes  no 
  - If yes, please attach
- Is any compensation received for waste recycling? yes  no 
  - If yes, please specify € \_\_\_\_\_ t \_\_\_\_\_
- Are license fees paid for waste disposal? yes  no 
  - If yes, please specify and attach the annual invoice € \_\_\_\_\_

Please also attach the copies of any existing contracts.

### Office- and EDP supplies

- Paper / special paper
- Annual consumption € \_\_\_\_\_  
Please attach the latest invoice
- Files and folders, stationary, envelopes
- Annual consumption € \_\_\_\_\_  
Please include the latest invoice
- Toner / Ink
- Annual consumption € \_\_\_\_\_  
Please include the latest invoice

### General information

- Number of suppliers \_\_\_\_\_
- Are distribution and supply according to cost centers? yes  no
- Are there any framework contracts or individual agreements? yes  no 
  - If yes, please attach a copy

## Longcheck

### Cash / Treasury-Management

Procurement costs for money

- Total annual volume € \_\_\_\_\_

Interest income

- Total annual volume € \_\_\_\_\_

Additional costs/ money transactions

- Total annual volume € \_\_\_\_\_

- Number of bank connections \_\_\_\_\_

- Are any public subventions used? yes  no

- If yes, please attach a copy of the contracts

### Printed material, Forms

- Annual volumes € \_\_\_\_\_

- What number of copies are needed:

Number of copies	Letter paper	Brochures flyers, prosp.	Periodicals	Catalogue	continuous forms
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Up to 10.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above 50.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Do any publications appear regularly? yes  no

- If yes, at what frequency \_\_\_\_\_

- Are there any framework contracts or individual agreements? yes  no

- If yes, please attach a copy

Please attach examples of recent invoices.

### Management of energy costs

- Annual volume for electric power € \_\_\_\_\_

- Annual volume for gas € \_\_\_\_\_

- Are there any framework contracts or individual agreements? yes  no

- If yes, please attach a copy

Please attach examples of recent invoices.

### Management of vehicle fleet

- Number of passenger cars \_\_\_\_\_

- Number of company cars (transporter) \_\_\_\_\_

- Number of company cars (busses) \_\_\_\_\_

- Number of company cars (trucks up to 20 t) \_\_\_\_\_

- Number of company cars (trucks up to 40 t) \_\_\_\_\_

Please attach an overview of the vehicle fleet

- How was the fleet financed

Purchase

Rental

Financial leasing

Full Service leasing

## Longcheck

Please attach typical recent examples of procurement and/or leasing contracts.

- Is there a regulation for service cars yes  no   
 - If yes, please attach a copy
- Is management of the vehicle fleet already implemented yes  no
- Other/ specific features \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Building management

#### Building cleaning

- Annual volume for cleaning € \_\_\_\_\_
- External services yes  no
- Internal services yes  no
- Is there a specification of services? yes  no   
 - If yes, please attach a copy
- Surface area to be cleaned, appr. sqm \_\_\_\_\_
- Please attach recent bills

#### Surveillance

- Annual volume for surveillance € \_\_\_\_\_
- Is the building guarded? yes  no
- By which security firm? \_\_\_\_\_
- Are there any framework contracts or individual agreements? yes  no   
 - If yes, please attach a copy
- Please attach examples of recent invoices.

### Catering, Hospitality

#### Canteen / Catering

- Annual volume for canteen € \_\_\_\_\_
- External services yes  no
- Internal services yes  no
- Is there a specification of services? yes  no   
 - If so, please attach a copy
- Number of staff served \_\_\_\_\_
- Are there any framework contracts or individual agreements? yes  no
- Please attach typical examples of recent calculations.

#### Hospitality

- Annual volume (internal) € \_\_\_\_\_
- Annual volume (external) € \_\_\_\_\_
- Is there a regulation for entertainment? yes  no   
 - If yes, please attach a copy
- Number of staff to be served \_\_\_\_\_
- Are there any framework contracts or individual agreements? yes  no
- Please attach examples of recent invoices.

## Longcheck

### Ancillary materials and consumables

Professional clothing / linen rental

- Annual volume € \_\_\_\_\_
- Are there any contracts yes  no 
  - If yes, please attach a copy
- Number of service providers \_\_\_\_\_
- Who are your main service providers? \_\_\_\_\_

- Other / specific features \_\_\_\_\_

C-ware

- Annual volume € \_\_\_\_\_
- Number of suppliers \_\_\_\_\_
- Are there any framework contracts or individual agreements? yes  no 
  - If yes, please attach a copy
- Please attach examples of recent invoices.
- Other / specific features \_\_\_\_\_

Packaging material

- Transport packaging yes  no
- Annual volume for transport packaging € \_\_\_\_\_
- Presentation packaging yes  no
- Annual volume of presentation packaging € \_\_\_\_\_
- One-way packages yes  no
- Annual volume for one-way packages € \_\_\_\_\_
- Supplementary packaging yes  no
- Annual volume for supplementary packaging € \_\_\_\_\_
- What packing materials are being used?
  - Carton
  - Foils
  - Wood
  - Synthetic mat.
  - Metal
- Dangerous goods yes  no
- Annual volume for dangerous goods € \_\_\_\_\_
- Are there any framework contracts or individual agreements? yes  no 
  - If yes, please attach a copy
- Please attach examples of recent invoices.

### Courier + transport + logistics + postage charges

Courier / express / parcel service

- Annual volume € \_\_\_\_\_
- Who is your service provider? \_\_\_\_\_
- Are you satisfied with this service provider? yes  no
- Are there any framework contracts or individual agreements? yes  no 
  - If yes, please attach a copy







## Longcheck

- Please attach examples of recent invoices.
- Other / specific features

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### Data communication - Internet

- Annual volume of internal costs € \_\_\_\_\_
- Who is your net provider? \_\_\_\_\_
- Are you satisfied with this net provider yes  no
- Are there any framework contracts or individual agreements? yes  no   
 - If yes, please attach a copy
- Please attach examples of recent invoices.
- Other / specific features

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### Data communication – company network

- Annual costs of VPN € \_\_\_\_\_
- On which carrier net is the network based? MPLS   
 IP VPN
- Who is your provider / service company? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- How many sites are connected to the VPN? \_\_\_\_\_
- Are you satisfied with the net operator yes  no
- Are there any framework contracts or individual agreements? yes  no   
 - If yes, please attach a copy
- Please attach examples of recent invoices.
- Other / specific features

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### Data communication – Fixed net connections

- Are any fixed lines in use? yes  no
- Annual volume for fixed lines € \_\_\_\_\_
- Do these fixed lines still suffice? yes  no
- Who is your provider / supplier? \_\_\_\_\_
- Are you satisfied with this net operator? yes  no
- Are there any framework contracts or individual agreements? yes  no   
 - If yes, please attach a copy
- Please attach examples of recent invoices.
- Other / specific features

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