

## Quick check

**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

We are interested in the results-oriented integrated consulting approach to purchasing management of THESEN AG and would like you to contact the above mentioned colleague concerning the following product group:

- Waste management** € \_\_\_\_\_  
Disposal control, recycling, hazardous waste disposal etc.
- Office and EDP supplies** € \_\_\_\_\_  
Files and folders, stationary, envelopes, paper, special paper, ink cartridges, ink ribbons
- Cash / Treasury-Management** € \_\_\_\_\_  
Financing, interest calculations, fees, commissions, subsidies, interests
- Printed material, forms** € \_\_\_\_\_  
Brochures, catalogues, business paper, forms, etc.
- Energy cost management** € \_\_\_\_\_  
Electric power, gas, oil, solid fuels, thermal energy, wind energy, consulting fees, etc.
- Vehicle fleet management** € \_\_\_\_\_  
Procurement costs, insurances, leasing, operating costs, repairs, etc.

## Quick check

- Building management** € \_\_\_\_\_  
Cleaning, security, lift, repair, management of rented premises etc
- Catering, hospitality** € \_\_\_\_\_  
Canteen, food purchase, hospitality, consumption of staff, vending machines, etc.
- Auxiliary materials and consumables** € \_\_\_\_\_  
Fuel, technical gases, C-ware, cleaning products, tools, packing material
- Courier + Transport + Logistics + postal charges** € \_\_\_\_\_  
Courier, postal and parcel services, costs of transport and logistics, forwarding costs, storage
- Management of travel costs** € \_\_\_\_\_  
Air/rail travel, rental cars, hotels and accommodation
- Company insurance** € \_\_\_\_\_  
Liability insurances, old-age benefits, legal protection, property insurance, special insurances, etc.
- Raw materials** € \_\_\_\_\_  
Aluminum, steel, basic chemicals, wood and wood products, synthetic materials, oils, lacquers, etc.
- Office equipment (copiers, fax and printers)** € \_\_\_\_\_  
Printers, copiers and integrated systems, consumables, rental and leasing costs, field service contracts
- Telecommunication** € \_\_\_\_\_  
Telephone installations, costs of fixed and/or mobile systems, data links, Internet, etc.