

# MONEY SAVING SCHEMES

LLST aims to help support advice agencies to reduce their costs and save money wherever possible. Therefore, we have several recommended schemes and suppliers for various office needs; we have found that by collaborating we can get more competitive prices.

## STATIONERY BUYING GROUP

Our Stationery Buying Group is free to join, and currently has over 60 members.

We have negotiated a core list with the supplier (with good prices thanks to our overall buying power), and extra items can be added by members as and when they are required.

There are no minimum orders or pressure to buy. The orders, invoices and management of your account stay with you. You can make orders through an online portal where you have your 'frequent orders', or over the phone.

## ARCHIVING

Archive Warehouse are a Records Management provider who specialise in off-site document storage, document scanning and secure shredding services.

We have an agreement with them that enables exceptionally competitive pricing; the rates given are usually priced at storage for around 10,000 boxes, so are the cheapest they can be!

They can provide no-strings-attached cost comparisons for agencies to compare against their current storage / document disposal service.

They also offset any exit fees that may be incurred from current providers.

## PRINTERS & SCANNERS

A buying group for photocopiers / printers was set up by a large business for its own use, but they are happy for advice charities to make use of. All the group deal contracts include all service, consumables, parts and maintenance as well as emergency repair within 4 hours. This has been facilitated through LLST. The average prices for B&W photocopiers (including scanner, printer etc) far outweigh any deal LLST have seen (or funded) in the past few years (mostly with small organisations of between 5 – 25 staff). Average savings for those who have had comparisons undertaken so far are between 25% to 58% less than their current contract.

# MONEY SAVING SCHEMES

## UTILITIES

Utility Aid have lots of experience working with charities to try and reduce costs and energy consumption.

They offer a free energy audit to see if you could save money on your utility bills (perhaps by switching) and/or reduce your consumption. This can be done via electronic agreement, with the possibility of someone coming to your office to run through it with you if you prefer.

This service is completely free. The benefits of using this quick and easy service are simple: 1) Save money on your bills 2) Help the environment and 3) If you sign up to a new supplier, earn a referral fee for your charity (it will come to your local Legal Support Trust who can then pass this to you).

## NEWSLETTERS

We often get ad hoc offers of support, office supplies, furniture etc. from agencies and companies. LLST sends regular newsletters to the voluntary sector with vacancies, offers of in kind support, freebies, and other upcoming events.

## TELECOMS

We have two telecoms suppliers at the moment that we have worked with to try and find the best cost arrangement.

They can provide no-strings-attached cost comparisons for agencies to compare against their current service.

This is worth keeping in mind longer term as otherwise you can get stuck in a rolling contract with your supplier.

The suppliers we have are very open and friendly, and happy to come to your office to meet and discuss needs.

## TRAINING

We offer 4 training sessions a year on various topics for legal advisors. These sessions are free to advice agencies. 2019 training topics / dates have not been finalised.

## TELL US...

What else can we do to help your agency?  
If you have any suggestions for money savings that you think would benefit the sector, or want some support with a new idea, then please do get in touch.

Contact [rosa@llst.org.uk](mailto:rosa@llst.org.uk) if you would like to find out any more information about any of the saving opportunities, or to be added to the mailing list. We can facilitate cost comparisons for you, make the introductions to the suppliers, and help you choose the best services for your needs.