



The Informer

you can
Canon

July 2006 - Issue 20

You can not be serious!



It's not easy for us born-again sports enthusiast you know - do we watch the tennis, the football, keep the garden up together in this glorious weather that we are

currently having (At least as I write this it's better than normal) or do we actually get our hands dirty by joining the children and getting out there and actually doing it!

I, like a lot of people have been trying to keep an eye on all of these things, and although we all have work to do I feel it's important to wind-down at the end of the day or at the weekend. With the Nation's support of football, tennis and cricket icons at its highest this summer it's hard to ignore what's going on around us.

My son plays football and his enthusiasm has rubbed off on me so much that I even participated in a 'parents' game' at the club's end of season fun

day. My England kit and shiny boots were my only likeness to David Beckham and I think his position is safe, but I thoroughly enjoyed myself and have since destroyed all photographic evidence!!

Before I get too carried away, I'd like to welcome you all again to another issue of 'The Informer' and trust that you will enjoy the read and enter our competition.

Enjoy the rest of the summer and yes John - we are serious!

Cheers

**Aaron Bailey
Managing Director**



When files or papers are misplaced, misfiled, or leave your building it can cause massive disruption to others. Orders can be delayed, proposals held up, and Client service is compromised.

It is estimated that ten per cent of our time is spent searching for information that has been lost, filed in the wrong place, or simply mislaid under a pile of other documents on someone's desk. That's four hours of every working week each employee wastes chasing elusive files and documents.

This is highly frustrating for the worker and it also places bigger time and financial constraints on your business - while staff are seeking out the important files they need, they are not doing their jobs. Time is poorly managed, clients may be forced to wait while key information is unearthed, and productivity plummets.

metts.

As we all know one of the biggest reasons that people have difficulty locating documents in



today's offices could be attributed to the disappearance of the filing clerk.

Today they are a very rare breed and tend to be present only in sectors such as legal and medical. Filing clerks started to disappear as soon as people became able to create their own documents electronically. Important documents were no longer solely on paper, they could now be stored on a computer, on a server, a filing cabinet and sometimes all three. People throughout an organisation were now storing

their own files with varying degrees of success.

This was an evolution that took many years and indeed is still going on today.

Let C & G Business Equipment Ltd maximise your company's productivity with our essential document retrieval products from Invu. Contact us now for an affordable, simple solution that will transform your business data systems forever.

Call Aaron on **01452 332270** or email **info@cgcopiers.co.uk** and a tailored package to suit your needs will be offered following a fully extensive but totally free consultation.

No matter what your business size, industry or objectives, we have a package that's right for you. Each product connects straight into your existing IT network, ensuring complete compatibility.



Can you master the art of using information?



If business is a broad canvas, information is the paint we apply to it. To use it successfully, you have to deal with information in many forms; electronic and hard copy, mono and colour, text, graphics and data.

How you deal with, process and share information will determine your efficiency and competitive edge as an organisation.

This is where we can help...

Capture, Manage and Distribute information

You can rely on Canon and C & G Business Equipment Ltd to ensure that you use your information well. Our expertise in hardware and software, connectivity and imaging devices offers all the help you need for effective business systems.

We understand that there are three key stages to making the most of information:

Capture - Convert paper-based documents to digital files for easier, faster access and sharing. Or work from both formats - it's your choice.

Manage - Storing information electronically saves time. You won't have to wade through piles of paperwork to find what you're looking for.

Distribute - Distributing digital information puts it at the fingertips of your entire workforce - wherever they are. It also saves costs on fax transmissions and couriers - money that goes straight back on your bottom line.

Our vast experience and understanding of the way businesses utilise information will give you the perfect tools to accomplish all three steps and take a giant leap forward in information management.

To discover more about how our Capture, Manage and Distribute solutions could benefit your organisation simply contact us on:

01452 33 22 70 or email info@cgcopiers.co.uk

*Contact **James** now for your **free** consultation and any order placed following an inquiry through this newsletter will also receive a free copy of IW Publishing Manager!*

Here are just some of the key benefits of IW Publishing Manager

summary

If you currently use, or are planning to purchase a Canon Multi-Functional printer then iW Publishing Manager is a must-have. It's a value-for-money document manipulation solution that ensures you, your department and your company look 100% professional time after time.

Professional

- your documents look professional, you and your company look professional
- each print-out can be personalised using merged data

Efficient

- replaces labour-intensive manual tasks with a few simple mouse-clicks
- saves time immediately and in the future, so that iW Publishing Manager quickly pays for itself

Easy-to-use

- no training required
- enables you to bring documents together from different Windows-based applications electronically as a single iWPM document
- ideal entry-level document management solution for a broad range of companies

Intelligent

- iW Publishing Manager is the only publishing software currently available from Canon which intelligently "reads" the finishing functions available on your chosen Canon printer



iW Publishing Manager: typical uses for sales & marketing departments

Sales & marketing reports

Combine Microsoft™ Word, PowerPoint, Excel and image files into one iW Publishing Manager document for fast, efficient printing.

Product sheets

Produce a standard on-screen format for product sheets, and merge individual product information into each printed document. For example new product brochures such as Canon's iR 3100C/CN printer.

Market analysis

Merge market data and sales figures from a database into a formatted report.



July promotion

10 Wimbledon Facts

Here at C & G Business Equipment Ltd we are always striving to offer you, our customers the best equipment that the market has to offer - and we have a superb offer for the month of July.

Not only do we supply Canon digital photocopiers, one of the best and most respected ranges in the market, but we also supply Canon photocopier paper.

Canon's research and development expertise has developed its own brand that is best suited for use in its range of digital photocopiers - and for this month only, we will be reducing the price of a box of paper to just **£14.95!!*** when you order four or more boxes.

All you need to do is give us a call at on **01452 332270** or **info@cgcopiers.co.uk**

and say that you have seen this promotion in the newsletter.

Canon photocopier paper is designed to give you the optimum performance when used with a Canon photocopier.



* Orders subject to newsletter inquiry and all prices quoted are subject to vat @ 17.5%

1 - The Wimbledon Championships were first played under the control of the All England Lawn Tennis and Croquet Club in 1877 at a ground near Worple Road, Wimbledon. The only event was Men's Singles.

2 - The Championships moved to its present location, at a ground near Church Road, in 1922.

3 - The last Brit to win the Men's Single Championships was Fred Perry in 1936, and the last to win the Ladies' Singles was Virginia Wade in 1977.

4 - The winners of the most Wimbledon Championships in total are jointly Billie Jean King and Martina Navratilova, at 20 wins each.

5 - The oldest player in a Wimbledon Men's Singles Championship was the Brit M J G Ritchie, who participated in 1926 at 55 years 247 days.

6 - 1965 was the first year in which a British player was not seeded at Wimbledon.

7 - Ball girls first appeared at Wimbledon in 1977.

8 - In 1985, Boris Becker became the youngest player, the first unseeded player, and the first German to win the Wimbledon Men's Singles Championships at 17 years 227 days.

9 - Yellow balls were used for first time at Wimbledon in 1986.

10 - 1987 was the last year in which wooden rackets were used at Wimbledon.



Partner News

Canon Europe sponsors City of London Festival 2006, including Yoko Ono's art installations at St Paul's Cathedra

you can Canon Europe, world-leader in imaging and information technology solutions, has strengthened its art and culture sponsorship portfolio by becoming Platinum Patron of the City of London Festival 2006.

In addition to sponsoring the festival itself, which this year will focus on celebrating the London/Tokyo connection, Canon is the proud sole sponsor of one of the Festival's highlights - Yoko Ono's stunning art installations which are being showcased in St Paul's Cathedral.

The City of London Festival is a summer feast of music and arts in London's Square Mile, and in 2006 will continue its theme of 'Trading Places' by celebrating the links between London and Tokyo. The 'Trading Places' theme, used in previous years, aims to highlight links between London and trading cities around the world. The 2006 programme



● Yoko Ono

includes the creative output and performances of a number of Japanese artists alongside their European counterparts.

Commenting on the sponsorship, Mr Hajime Tsuruoka, CEO & President, Canon Europe said: "Canon is very proud to support the City of London Festival and Yoko Ono's installations in St Paul's Cathedral. We are also particularly delighted to be involved in an event that shares and celebrates the cultures of Tokyo and London, as it is a perfect fit with Canon. This

sponsorship reflects Canon's wider sponsorship strategy to support events that are associated with fostering creativity."

Canon Europe's sponsorship of the Festival continues its strong history as a supporter of culture and the arts in Europe. In 2004 Canon became the first ever corporate sponsor of the Barbican's Great Performers series - London's foremost classical music series. Earlier this year, Canon announced its foray into the world of fashion, as principal sponsor of Milan and London Fashion Weeks, and sponsor of Paris Fashion Week.

In 1987, Canon established the European 'Canon Foundation' to enhance cultural and scientific relations and foster mutual understanding between Japan and Europe. Canon is also a Conservation partner of the World Wildlife Fund and committed supporter of Europe Red Cross societies.

Canon celebrated the announcement of its City of London Festival sponsorship with a press launch and tour of Yoko Ono's exhibition at St Paul's Cathedral today (26 June).



Make us laugh

Last month's winner of our caption competition was Daryll Cox of Gloucester Mortgage Centre with:

"Strange but true, the guy on top actually scored"

The girls from SIS came close again and are also proving that three heads are better than one, but the bottle of bubbly will be making a short trip to Gloucester City Centre and into the safe hands of Daryll - maybe he will be good enough to share it with Jo!



July - Caption time!

This month we turn our attention to tennis, and in particular Wimbledon.

Maria Sharapova is one of the World's brightest talents, however it appears that the ground staff feel she has talent in other areas!

Can you tell us what is going on or what is being said in this month's image.

The winner will receive a bottle of Champagne courtesy of C & G Business Equipment Ltd.

Email your answers to info@cgcopiers.co.uk and put 'July Caption' in the subject box.



That ball was on the LINE! CHALK dust flew!!...

Marketing Services

This Newsletter has been produced by CDA. For further information please contact Dean Enon on 01452 864943 or deanenon@btinternet.com for:

- PR Services
- Marketing
- Sponsorship Management
- Copywriting



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