


For guidelines only

How many sacks will my business require per annum?

Please note that sacks are supplied packed in 25's

	No. of reams used per month*	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
	No. of reams used per annum*	60	120	180	240	300	360	420	480	540	600	660	720	780	840	900	960	1020	1080	1140	1200
	No. of sacks required per annum*	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240

* assumes A4 80gsm paper

* number of sacks based on 12.5kg per sack

* numbers stated are based on average usage only



How many Receptacles will my business require?

1 Desktop receptacle per person/workstation

Please note that receptacles are currently supplied packed in 10's



How many Floor boxes will my business require?

4 Floor boxes for every 10 people

Please note that receptacles are currently supplied packed in 10's

Consideration should also be given to anticipated level of wear and tear within your organisation. Higher usage/wear and tear may require the use of additional receptacles/floor boxes.