To all of our loyal & wonderful Customers

# Enkosi!

Hi Office National Family Member

#### Enkosi. Enkosi ngokuba yinxalenye yosapho lakwa Office National.

Email 8 is lucky letter 7 in the series of 10 to match the phrase in our competition where you stand a chance to win R20 000 in cash!

Not only are we giving our valued Office National Family members an exclusive chance to win this prize, we are giving everyone the chance to win your share of R300 000 worth of prizes. Go to the promotions page and shop online to spin the wheel and win discount vouchers to use against your online purchases. Vouchers are valid for the promotional period. Go on and get spinning! Vouchers can be used for personal purchases or corporate accounts.



## **Good Office Etiquette**

Good manners make a pleasant working environment for everyone. Here are some tips for good etiquette at the office.





## 1. Greetings

Greet your colleagues in the mornings when you arrive and evenings when you leave. Show an interest in the people around you by conversation. making friendly and polite attitude will stand you in good stead throughout your career.



### 2. Emotions

Try not to bring your personal emotions to the office. If you feel that there is no chance that you are going to be able concentrate get or anything done, personal day.



# 3. Help

Be ready to assist and help when and where you can. If someone in the office is struggling with a task that you are skilled in, offer to take a teach or show them how it's done.



#### **HP - 4120 Deskjet Printer HP - 8013 Deskjet Printer**

HP1KR70B

R 2699,00

R 1799,00

HP3XV14B



**DURACELL - Plus Power** 

**Alkaline Batteries Bundle** 

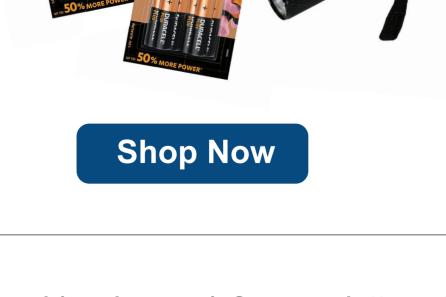


**Binding Machine Bundle** 

GBC - Comb Bind 200

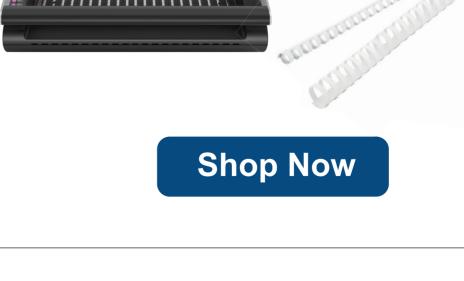
R 199,00

GDBUDU001



R 5200,00

GSBURX022



You should only need 3 more letters to match the phrase in the "Phrase Generator" competition where you stand a chance to win R20 000 cash. Make sure you come back tomorrow for the second last letter as well as more ways in which you could win and more tips on good office manners.

See you again tomorrow! The Office National Team

AM<sup>S</sup> Canon











Missed a mail? Go to our downloads page for the ones you may have missed.











PANTUM

T's and C's Apply. All prices include Vat.