

# COMPLETE OVERHEADS MANAGEMENT

*Specialists in property and procurement  
have come together to manage your  
entire non-staff overheads better*



## OVERVIEW

Our Complete Overheads Management programme delivers improved profitability, an enhanced balance sheet and releases your time so you can drive your business forward.

## COMPLETE OVERHEADS MANAGEMENT

As costs increase, it is even more important for businesses to ensure that they are managing all overheads.

Property and indirect procurement expenditure make up a significant proportion of most businesses' cost bases. By bringing together experts in procurement and property, Complete Overheads Management offers a comprehensive solution to find, implement and manage improvements in this area.

Complete  
Offer  
Demand  
Market  
Study  
Element



EXPERIENCE



MARKET KNOWLEDGE



EXPERTISE

# TEN YEARS WORKING TOGETHER WITH MARKET KNOWLEDGE, EXPERTISE AND EXPERIENCE

buyingTeam



Client Employees

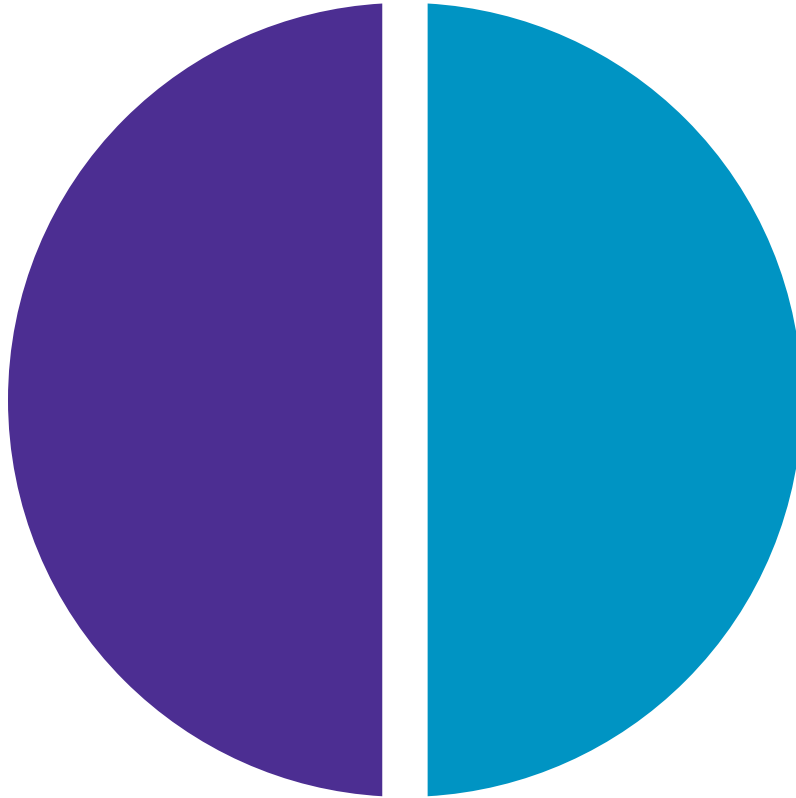
Suppliers



Colliers CRE



Property Asset Optimisation



## PROCUREMENT

IT  
Marketing  
Office Costs  
Professional Services  
Distribution

## PROPERTY

Costs  
Efficiency  
Ownership  
Risks  
Hidden Value

# PROCUREMENT

Our procurement specialists take care of all indirect expenditure. The service both restructures your supplier relationships and engages with your organisation to help you buy better. It covers all key indirect categories of expenditure including IT, marketing, print and professional services.

Through consolidating and analysing purchasing data we provide visibility of third party expenditure. We work closely with stakeholders to gain an understanding of their requirements. This enables us to build a solution that is truly aligned with clients' current and future needs.

Costs and service levels can then be benchmarked against market norms via our comprehensive database of pricing and contract information on an ongoing basis to ensure best value is achieved.

# PROPERTY

Property can be an organisation's biggest cost and largest fixed asset.

Our experts work with clients to understand their business, and then evaluate their estate. This involves benchmarking the properties in terms of location, suitability, usage, ownership and cost. We audit the operational efficiency, and associated costs. We identify opportunities to add value such as lease re-gearing, releasing development potential and reducing risk. Then we help to develop strategies that will meet the needs of the business.

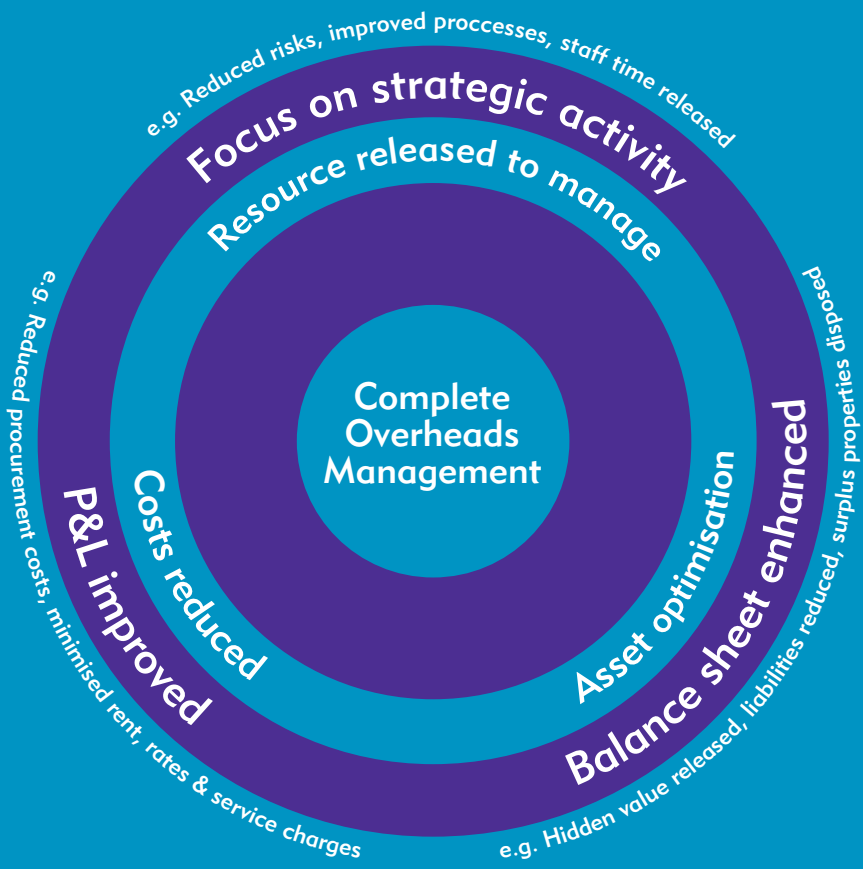
Our service enables you to optimise the property balance sheet, develop your property estate around your business needs and reduce property costs. We take away the burdens associated with property management and ensure that your operational properties really fit the needs of your business.

## BENEFITS

The benefits of Complete Overheads Management include:

- Improved profitability
- Optimisation of the property balance sheet
- Effective management of overhead costs
- Released time to focus on core business activities
- Flexible access to experts in procurement and property
- Access to constantly updated market knowledge
- Award winning experience of making these changes happen in blue chip environments

Our services are success-focused and based on a desire to build long-term relationships adding demonstrable value to our clients' businesses. We are compensated partly to reflect our inputs and partly to reflect performance against agreed targets.



# FIVE STAGE COMPLETE OVERHEADS MANAGEMENT PROGRAMME

- 1 Understand your business needs
- 2 Audit your procurement costs and property portfolio
- 3 Identify and evaluate your opportunities and risks
- 4 Create an implementation plan with you
- 5 Deliver the solution for you

# buyingTeam & COLLIERS CRE = COMPLETE OVERHEADS MANAGEMENT

buyingTeam and Colliers have co-operated in mutual clients since 1996. In 2006, we decided to work together more closely in response to client requests for a more comprehensive overheads service.

Complete Overheads Management is a venture between buyingTeam, the UK's leading procurement specialist and Colliers CRE, one of the UK's leading firms of Chartered Surveyors and a member of Colliers International.

**buyingTeam** is a 100 strong procurement specialist. Established in 1994, procurement is all that we do. We help businesses buy better.

We work in partnership with organisations in the private, public and charitable sectors to help them drive their performance through buying better. We do this by finding, implementing and managing opportunities for purchasing improvement.

Whether you're looking to unearth value in your business, liberate working capital, or simply solve your buying problem, buyingTeam can help you to succeed.

Clients including British Airways, o2, Reuters and Universal Music choose buyingTeam because of our proven expertise and our ability to deliver results that speak for themselves.

buyingTeam is committed to purchasing excellence. We are one of just nine organisations accredited to Gold standard by the Chartered Institute of Purchasing and Supply, and our work with Universal Music won the 2005 Supply Management Overall Award for best purchasing.

We have recently been awarded a Catalyst Framework Agreement by OGCBuying.solutions to supply procurement consultancy services to the public sector.

**Colliers CRE**, listed on AIM, is a rapidly growing firm of Chartered Surveyors, one of the top 10 in the UK. With offices serving all the major markets and specialist teams serving all sectors and disciplines, the company provides comprehensive real estate advice to the Corporate Sector. Our clients who are both national and international companies, drawn from a broad range of sectors, include O2, Iron Mountain, Abbey, Daimler Chrysler Automotive, Mitchells and Butler, Cancer Research UK.

Services to the corporate sector include portfolio management, data audit, acquisition and disposal, lease renewal, rent review, dilapidations advice and negotiations, due diligence, building surveys, space planning, project management, rating, funding and strategic advice.

Sustainability is at the heart of our business. We are accredited ISO 9001, Investors in People and ISO 14001 and are members of the % Club awarded by Business in the Community.

## buyingTeam

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