

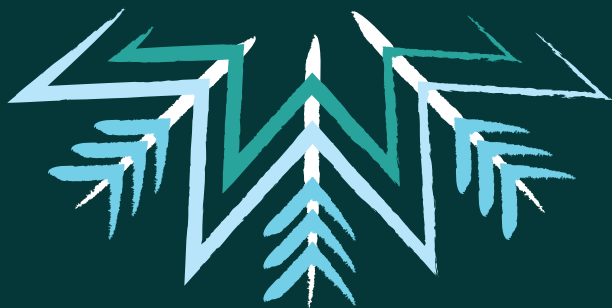


*Festive  
Gitting*  
2023





We are your  
*festive gifting*  
specialists



If you're searching for remarkable corporate gifting options this festive season, Colleague Box offers the perfect solution.

A family-owned business located in heart of the UK, we specialise in delivering high-quality gift boxes and hampers to showcase your appreciation for your valuable employees.

We take pride in our nationwide gift-picking, packing, and posting services, and are dedicated to delivering happiness.

Having successfully completed many years of festive gifting for a broad client base ranging from large corporations to small and unique SMEs, you can trust us to help you find the ideal gifts for anyone on your list this festive season.





# What's *included?*

Our pricing is completely transparent. Along with your choice of gift we also include all of the below within the gift cost. If you'd like to upgrade or add extras we can do this for you.\*



**Natalie & Adam - Founders**

- Tracked UK Royal Mail delivery with an option to upgrade to courier delivery.\*
- Delivered to office locations or home addresses, we take the hassle of ensuring happiness is delivered.
- A beautifully designed full colour eco gift box with the option to upgrade to a wicker hamper.\*
- Full colour printed seasons greetings message card including logo or artwork printing just as if it's come direct from your organisation.

\*this is offered for an additional fee - details on request

# What's *included?*

## *The Box*

All orders will be sent in a 'Season's Greetings' style eco friendly box. Our boxes are made using recycled card and earth friendly inks, meaning that they can be home composted or simply popped into the recycling bin.

If you are choosing the Build Your Own selection you have the choice of a Season's Greetings box or a stylish black re-usable hamper.



## *Message Card*

Your message will be printed on thick, eco friendly card and in full colour to both sides of the card. We are happy to include company logos or your own artwork at no additional charge.

Simply send us your print requirements and we will combine with recipient information and create tailored, personalised message cards.

# Your Gifts *Your Way*

Our selection of gifts are unbeatable and cater to all budgets. Our team has put in extensive effort to curate the perfect range.

## Ready To Go

An exciting range of ready to send gifts with no minimum or maximum order quantity. Discounts available for bulk purchases.

## Bespoke

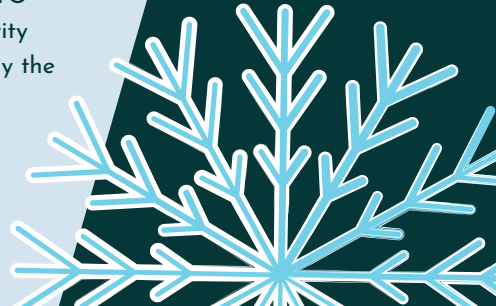
If you're purchasing 40 or more gifts, we offer a complete bespoke service. We'll collaborate to create the perfect gift to suit your budget and needs.

## Bulk Desk Drop

A range of gifts suitable for bulk deliveries to office locations with a minimum of 10 gifts per office address. Message card included.

## Build Your Own

Designed for maximum freedom the BYO collection has no minimum order quantity and allows you to build your gift exactly the way you'd like it for each recipient.



# Gift Portal Info

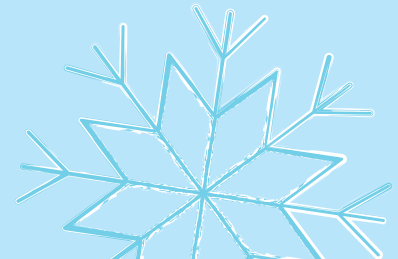
Take the hassle out of your festive gifting by allowing your recipients the freedom of choice, flexibility and ownership.



Colleague Box offer branded gift portals at no additional charge with the following benefits:

- Save time - avoid the hassle of compiling spreadsheets by sharing a secure link to all applicable recipients.
- Secure - we'll remove any duplicates and get a sense check on recipients with a unique identifier such as work email or payroll number to ensure only those applicable can claim a gift.
- Dietary & faith requirements - allow your recipients to tell the Colleague Box fulfilment team about their dietary & faith requirements, so everyone gets a gift they can enjoy.
- GDPR compliant - by allowing your recipients to securely enter their personal information you remain completely GDPR compliant.
- Error free - no need to worry about out of date information or a recipient being away from home; our portals give your recipients the freedom to enter up to date information.
- Choice - if you've agreed more than one gift, the portal will display them all so the recipient can choose. Your recipients can make their own choices where there are multiple options such as drinks choice, rather than a one size fits all.

The gift portals are free of charge for orders of 40 gifts or more.



# Ready to go Gift Boxes

## Christmas Treat Box

£19.99

- Sweets Bags x 2
- Chocolate Bags x 2
- Popcorn Shed Mini
- 2 Hot Chocolates
- 2 Mini Festive Chocolates



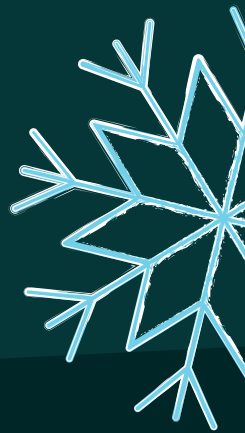
## Christmas Fireside

£29.99

- Naked Marshmallows
- Popcorn Shed Large
- GNAW Chocolate Bar
- Christmas Cracker
- Flower & White Salted Caramel Pretzels
- Drink Choice - choose from:
  - 330ml Craft Beer
  - 330ml Craft Soda
  - 20cl Prosecco
  - 5cl Gin & Tonic
  - 187ml Canned Wine



Customer photo of Christmas Fireside by Parry Creative



# Ready to go Gift Boxes

## Traditional Christmas

£34.99

- Snow Angel Shortbread Stars
- Snow Angel Fruit Cake
- Galloway Lodge Chutney
- Olina's Bakehouse Crackers
- Holdsworth Dark Chocolate Peppermint Fondant Cremes
- Drink Choice - choose from:
  - 330ml Craft Beer
  - 200ml Craft Soda
  - 20cl Prosecco
  - 5cl Gin & Tonic
  - 187ml Canned Wine



## Luxe Christmas

£69.99

- Lottie Shaw's Rich Stout Cake or Sloe Gin Cake
- Lottie Shaw's Mince Pies
- Lottie Shaw's Christmas Treats Tin
- De Loach Heritage Wine Collection - Choose from:
  - 75cl Zinfandel
  - 75cl Chardonnay
  - 75cl Pinot Noir
- Chococo Dorset Sea Salt Caramels Box of 9



Dietary options:  
with advanced notice  
we can cater for any  
dietary requirements -  
just let us know



# Bulk Location Drop Gifts

These are great value gifts that can be ordered in bulk to your workplace. Each gift comes with a personalised message card for each recipient which makes these gifts ideal for placing on your colleagues desk or workspaces.

Add gift wrap service for  
**£4 per gift.**



**Choc on Choc Reindeers  
& Penguins 90g**  
£10.00



**GNAW Mixed Bombe  
Crackers 129g**  
£10.00



**Holdsworth Enchanted  
Forest Gift Box 110g**  
£12.00



**Choc On Choc Decorate  
Your Own Tree 95g**  
£10.00

Desk drop gifts are ideal  
for when buying in bulk.  
Minimum order quantity:  
10 per delivery address



# Bespoke Gifts

Welcome to our bespoke gift service, where we take pride in creating truly unique and one-of-a-kind gifts that are tailored specifically to your needs.

Our unique gift service is designed to provide a customised and personalised experience that ensures your gift boxes are both meaningful and memorable.

Whether you have a specific idea in mind or need help selecting the perfect items, we are here to assist you every step of the way. Gift something truly special, and let us craft a bespoke gift that perfectly matches your vision and exceeds your expectations.



Example of a bespoke gift we sent to Lego

Minimum order quantity:

40

If you have a specific idea in mind, let us know and we can curate the perfect gift box for you.

Email us at:

[bespokegifting@colleaguebox.co.uk](mailto:bespokegifting@colleaguebox.co.uk)

# Client Testimonials

"A huge thanks to Colleague Box for their work in getting the hampers together and sent out. They made the process incredibly easy and the end products are fantastic."

Hannah Scothern  
KCH Garden Square

"Thank you yet again for the third year everyone loves the boxes - great quality and great fun (popcorn, marshmallows and chocolates all hit the spot). Thank you also for the vegan and chocolate free boxes there were greatly appreciated."

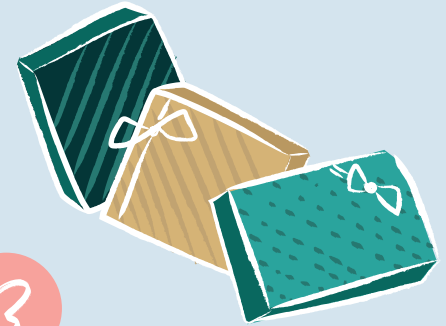
Janice Webber  
Siemens Healthineers  
Limited

"I just wanted to say a massive thank you for the hampers again this year! The staff loved them."

Katie Matusiak  
British Association for  
Counselling and Psychotherapy



# How Build Your Own *Works*



1

## *Choose*

Choose contents from the following pages, your packaging, and delivery

- Eco Seasons Greetings Box £3.00
- OR**
- Black Hamper with Festive Ribbon £15.00

## Postal Choices

- Royal Mail Tracked £4.00
- OR**
- DHL Courier £8.00

2

## *Collate*

Export from your HR system or download the address template from the BYO Xmas 2023 section on our website

and collate your names, addresses, contents and messages and send via secure file transfer.

3

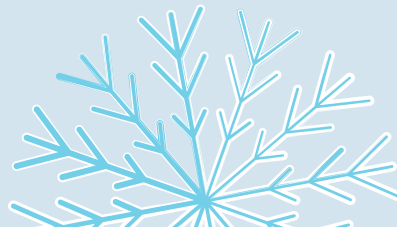
## *Send*

Once you are ready send the completed spreadsheet, plus any artwork/logos to [christmas2023@colleaguebox.co.uk](mailto:christmas2023@colleaguebox.co.uk)

**OR**

**Upload via our secure portal on our website.**

We'll check it over and send your invoice for payment.



# Build Your Own - *Chocolates*



Chococo Dorset Sea Salt  
Caramels Box of 9  
£13



GNAW Chocolate Mixed  
Hot Choc Bombes Cracker  
£10



Holdsworth Chocolates  
Enchanted Forest Gift Box  
£12



Cocoba Stir In Hot  
Chocolate Spoon  
£4



GNAW Chocolate  
100g Bar  
£3.25



Montezumas Milk  
Chocolate Snowman  
£7



Choc On Choc Decorate  
Your Own Christmas Tree  
£10



Christmas Chocolate  
Treat Bag  
£1.25

# Build Your Own - Food



The Naked  
Marshmallow Co.  
Xmas Mallows  
£5.50



Olina's Bakehouse  
Wafer Crackers  
£2



Snow Angel  
Christmas  
Pudding 450g  
£12



Popcorn Shed  
Large Popcorn  
£4



Lottie Shaw's  
Rich Fruit Cake  
with Stout  
£9.50



Snow Angel  
Shortbread Stars  
£4



Christmas Sweets  
Treat Bag  
£1.25



Lottie Shaw's 12  
Mince Pies  
£5



Galloway Lodge  
Christmas Chutney  
£4.50



Stackable Pancake  
Co Christmas Tree  
Pancake Kit  
£13



Snow Angel  
Christmas  
Fruit Cake  
£6



Galloway  
Lodge Jam  
£4.50

# Build Your Own - *Drinks*



Tom Savano RTD Cocktails  
Mojito/ Passionfruit Martini/  
Blackberry Gin Bramble  
£4.50



Endangered Brewing  
(1 of 4)  
£3



East London Liquor 70cl  
Gin/Vodka/Rum  
£28



Freixenet Prosecco 75cl  
£14



De Loach Heritage  
Collection Zinfandel/  
Chardonnay/Pinot Noir  
£18



Veuve Clicquot  
Champagne 75cl  
£57



Paisley Drinks Co  
£2



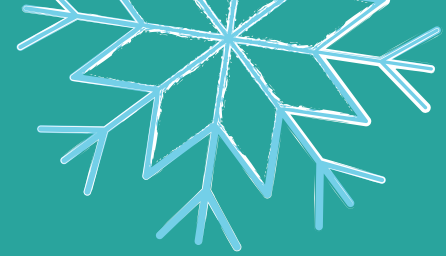
Joe's Tea Co Ever So  
English Breakfast Tea  
£4



Little's Columbian Instant  
Premium Coffee  
£4



# Build Your Own - *Gifts*



Echo Soy Wax Candle  
Christmas Orange Scent  
£16



Christmas Village  
Spiral Notebook  
£3.50



Set of 3 Christmas  
Bathbombs  
£10



Christmas Socks  
£5



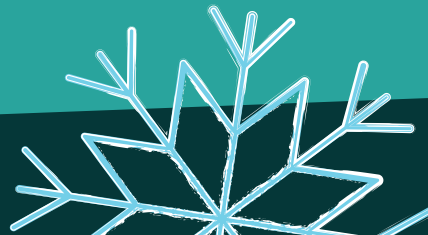
The Good Zest Co  
Plantable Seed Cracker  
£8



Christmas Music  
Trivia Game  
£5



Christmas 2023 Mug  
and Coaster Set  
£7.50





We plant  
a tree with  
JustOneTree  
for every  
order

Hand packed  
*with care*  
in Derbyshire



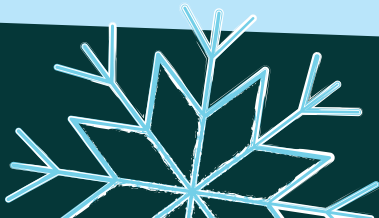
# Corporate Discounts

Boxes	Discount
40-99	2.5%
100-249	5%
250-499	7.5%
500+	10%

For orders of 500+ please contact us via this dedicated email account: [corporateorders@colleaguebox.co.uk](mailto:corporateorders@colleaguebox.co.uk)

Order  
cut off  
dates

To ensure exact stock availability we kindly request orders as early as possible. We require at least 2 weeks notice for orders of 40 or more gifts with a cut-off of December 8th 2023



# Ways to Order

Ordering with Colleague Box is an easy process designed to take as little of your precious time as possible. Choose from one of these 3 options to suit you:

## Website

Visit: [www.colleaguebox.co.uk/festive](http://www.colleaguebox.co.uk/festive). Select the number of 'ready to go' or 'desk drop' Christmas gifts, add to basket, the discount will automatically apply, checkout with card/PayPal or select 'manual payment' for invoicing; we will send you an invoice within the following 2 hours

## Email

If you know what you'd like to order you can email [christmas2023@colleaguebox.co.uk](mailto:christmas2023@colleaguebox.co.uk) with your order and we'll send you an invoice within 2 hours

## Meeting

If you'd like to explore your options further you can book a Teams or on-site meeting with our gifting team [here www.colleaguebox.co.uk/contact](http://www.colleaguebox.co.uk/contact)

# Who We've *Worked With*



# As Seen In...

Forbes

  
THE TIMES

Daily Mail

Good Housekeeping



designmynight

High  
Performance

METRO

Mirror

The  
Telegraph

  
This is MONEY.co.uk  
FINANCIAL WEBSITE OF THE YEAR

  
BBC  
NEWS

  
CNBC

BBC  
RADIO

heat

Sage

MailOnline

# Important *Information*

## Sending Your Recipient Information

Once we've received your order and payment has been arranged you are welcome to send us recipient information which should include; names, addresses, dietary requirements (where applicable), drink choice (where applicable) and messages. You can send the details via one of the following options:

1. Email - please secure with your order number and send the secure spreadsheet to [christmas2023@colleaguebox.co.uk](mailto:christmas2023@colleaguebox.co.uk)
2. WeTransfer - send the information with your order number as reference to [christmas2023@colleaguebox.co.uk](mailto:christmas2023@colleaguebox.co.uk)
3. Secure portal - Upload the information directly through our secure website

## Payment Terms

All orders must be paid before Colleague Box will secure your stock unless payment terms have been agreed or you have a credit account with us.

All new customers are asked to pay for order 1 upfront; subsequent orders are eligible for 30 day payment terms; we do not offer exceptions to this rule.



# Frequently Asked Questions

## What are the cut off dates for Christmas orders?

To ensure exact stock availability we kindly request orders as early as possible. We require at least 2 week's notice for orders of 40 or more gifts with a cut-off of December 8th 2023 for pre-Christmas delivery.

## What are the postage options for Christmas orders?

With the exception of Build Your Own Gift (BYOG) all our gifts include Royal Mail tracked delivery. We have upgrade options to a next day DHL service. If you are purchasing BYO you have a choice regarding which postage option that you'd like to include.

## Are your gifts only for colleagues?

Not at all. Our gifts are suitable for any recipient and include a personalised message card at no additional cost. If the Ready To Go options aren't quite right you have the choice to Build Your Own Gift or if you are ordering 40 or more gifts you can speak to us about bespoke gifts.

## I want to buy a gift that is more expensive than the Ready To Go gift range; can you accommodate?

Not a problem. With the Build Your Own Gift selection you can include as many items as you like and choose a hamper if you wish. If you are

needing 40 or more gifts we are happy to explore Bespoke Christmas gifting with you.

## Can I send you dietary requirements for our gifts?

Of course. Once you've placed your order you can include a dietary requirement column on your recipient information sheet; we will accommodate all dietary or religious requirements. We always try our best to replace the products like for like but this is not always possible; where this is the case we will ensure the value of the product is of equal value at the very least.

## I want to hand write a Christmas card; can you include this?

This is no problem at all. Simply make us aware via [christmas2023@colleaguebox.co.uk](mailto:christmas2023@colleaguebox.co.uk) and send to Gifting Team, Colleague Box, 17 Northedge, Alfreton Road, Derby, DE21 4BN.

## I have some company branded merchandise that I'd like to include; can you include this?

This is no problem at all. Simply make us aware via [christmas2023@colleaguebox.co.uk](mailto:christmas2023@colleaguebox.co.uk) and send to Gifting Team, Colleague Box, 17 Northedge, Alfreton Road, Derby, DE21 4BN.



*Deliver happiness with employee gifting*



[www.colleaguebox.co.uk](http://www.colleaguebox.co.uk)