

FIRST IMPRESSIONS COUNT

Let us create a fantastic business interior designed to suit your needs.



'Outstanding interior refurbishments'



'RAP Office Contracts'

The 5 star refurbishment service

RAP Office Contracts was established in 1988 by company Director Richard Anderson; RAP became a limited company in 2000.

With more than 18 years experience in the commercial and office interiors refurbishment sector, we have the knowledge and the expertise to ensure each and every project runs smoothly from concept to completion with the absolute minimum of disruption to your business.

Richard is joined by a dedicated team of staff all having achieved Leadership in Customer Service awards. Working as a close-knit team, we are there to provide a friendly, efficient service to our clients and a fast response to all enquiries, delivering carefully planned solutions to your business, on time and to budget.

RAP are committed to helping you achieve the office interior you desire by suggesting ideas for improving your workspace, working with you to create your ideal design, organising all the associated trades and managing your refurbishment project.

Our clients benefit from the peace of mind of having just one point of contact throughout their project. This means that your refurbishment project is completely stress-free, because you don't need to worry about organising the various trades involved – we do it all for you!

If you want to improve your business or office interior the easy, hassle-free way, contact us today to arrange a free, no obligation survey, design and quotation.

We are members of the Federation of Small Businesses, the Kent Chamber of Commerce and the Construction Industry Training Board (CITB).



In summary RAP offers the following services:

- Suspended Ceilings
- Partitions/glazed & solid
- Flooring
- Lighting
- Door Entry Systems
- Painting & Decorating
- Mezzanine Flooring
- Bespoke Joinery
- Company Signage
- Manifestation
- Acoustic Ceilings
- Complete premises maintenance
- Sliding/Folding Doors/Vision Panels
- Seamless glass
- Faxes/Copiers/Printers/Scanners
- Data Cabling & IT installations
- Electrical Installations
- Air Conditioning
- Plumbing
- Office Furniture
- Curved Walls
- Company Logos
- Ironmongery
- Premises Facility Management

Based in Kent and working throughout the United Kingdom and into Europe, to provide service and quality.

For full details of our services along with specification information please view our website
www.rapofficecontracts.com



RAP Office Contracts Ltd always takes pride in their high standard of work and presentation. Our continual commitment to our clients and suppliers ensures that projects are completed on time and within budget. Our aim is to become the preferred contractor in our sector for the South East area, being recognised for our skills and personal service.

From our initial consultation RAP will listen and offer advice to achieve the ultimate office environment from which you will be able to operate your business efficiently.

We can offer a full design service *if* required and assure our clients that each contract will be project managed through each stage until completion.

Why use RAP?

- Workplace consultancy and design
- Your total satisfaction is assured with guarantees on all of our work.
- It's a complete solution - you only have one point of contact for all trades within a project.
- Flexibility is a core strength, whatever the size of the refurbishment we can offer outstanding help, assistance and solutions.
- Free consultation to discuss your requirements.
- Project management
- Relocation management
- Finance

Our quotations include for Project Management, Safe Contractor, Method statements, Risk Assessments, COSHH reports, Operations & Maintenance Manual.

We all want our office interiors to reflect the professionalism and enthusiasm of our staff. But when you're busy running a successful business, you don't have time to organise all the different contractors and tradesmen...so use RAP.



10 reasons why RAP will be your best choice

- Because we put our clients first
- 20 years established with expertise to provide unique and special designs of long lasting value for our clients.
- Excellent team working with all the RAP staff having achieved 'Leadership in Customer Service'
- Our entire practice is enriched by the challenges of differing product types
- Our project managers provide one point of contact - A stress reduction for any client
- Finance facility available - proving a tax efficient opportunity for your company
- Complete design and build service
- Selection of the right products for your particular project based upon quality, price and service
- Installation by tried and tested contractors, specialists in their field, meaning quality of workmanship is always maintained.
Most site staff hold CSCS cards
- Full Health and Safety Statement and compliance with CDM regulations.



RAP are able to offer a wide range of office furniture from our own furniture division.

We will source further furniture to match existing should you be expanding your office *or* provide solutions from up to date ranges to accommodate your needs for a whole new range.

By space planning we can optimise maximum potential from your workplace.

Bespoke:

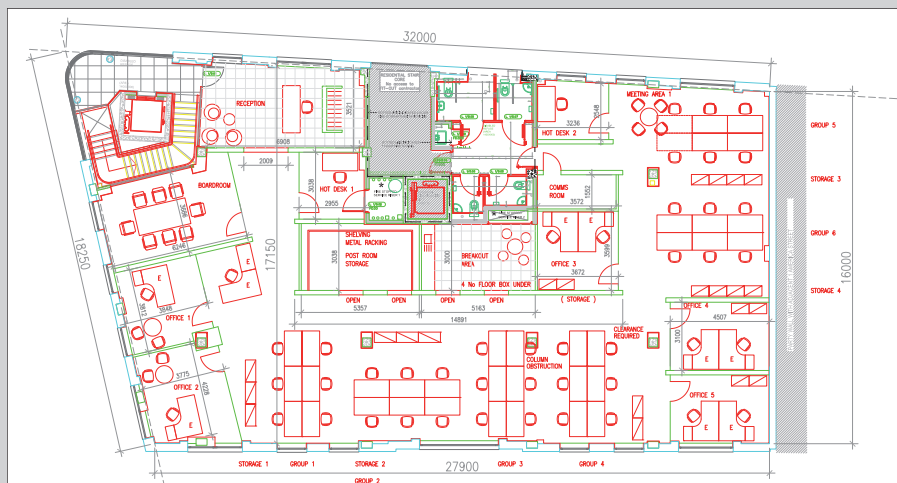
We have designed and created many bespoke items of furniture, curved walnut reception desks, boardroom tables, storage wall units and cafe soft seating, all created with care from our joinery department.

Storage wall solutions.... 'because space is valuable'

Officewall offers space saving, cost saving office storage solutions. Maximise the potential of existing walls & partitions with wall abutting storage.

Hot desking.... gain space rapidly. A legless desking solution that allows space sharing in a bench format, in the space of a normal desk.

Below is an example of a Typical Space Plan



'We offer a fantastic range of furniture providing solutions for your office.'

Storage Wall offers a flexible solution to all storage in a very ingenious and cost effective way...



The inside story: 90% of information is still generated in hardcopy format so effective storage and document management is essential. Officewall fittings do this and more - effortlessly accomodating coffee points, coats, drawings and even display areas...



Combined departmental desking



Call centre desking solutions



Hot desking for shared workspace



Conference desks

'Quality, Style and Choice.'

ISO 9001 2008

RAP Office Contracts Ltd operate to the requirements for quality management systems and a copy of our Quality Policy statement is enclosed, ISO is now firmly established as the globally implemented standard for providing assurance about the ability to satisfy quality requirements and to enhance customer satisfaction in supplier-customer relationships.



Constructionline approved (reference number 65641)

RAP Office Contracts Ltd are qualified by Constructionline which is backed by the DTI. Having undergone rigorous inspection RAP are proud to be a Constructionline approved supplier for complete refurbishments a pre-qualification for public and private sector procurement



Investors In People "improving business through people"

RAP Office Contracts Ltd are accredited with IIP, since 2007, and are committed to staff and labour training in order to provide excellent customer service, continually measured to improve our performance by using KPI's. We Develop strategies to improve the performance of our company.



Safe Contractor Status

RAP Office Contracts Ltd hold SafeContractor status and endeavour to carry out all works within Health & Safety requirements & CDM regulations and have recognition for reaching the H & S standards required for this accreditation



Association of Interior Specialists

RAP Office Contracts Ltd are approved members AIS since 2008 – recognised in business for quality & excellence, raise, maintain and ensure continuity of standards in the fit out industry.



Environmental Policy

RAP have a certified waste removal licence and take the utmost care in recycling our waste to reduce the impact on the environment.

Purchase/Lease:

RAP is able to supply and install faxes, printers, copiers, scanners and multifunctional devices. We are happy to assess your existing equipment and provide a FREE cost analysis and then furnish you with a solution to save on your current costs. RAP offer lease facilities on all of this equipment to suit your requirements. (*Terms provided on request.*)

IT and Datacabling:

RAP offer full project management for installation of datacabling, termination, testing, database development and support contracts.

Finance

Finance your refurbishment

RAP are pleased to offer Finance as a solution to keeping your business moving.

1. Funds all your requirements including new start up businesses
2. Minimal capital outlay
3. Offset 100% of rentals/leasing against tax
4. Funds your office over useful term of its life
5. Preserves bank funding for cashflow
6. Easy to calculate return on investment
7. Increases your budget by spreading the cost over more than one budgeting period

Visit our website and check your monthly repayments via our Calculator Quote



- Morgan Stanley
- Citigroup Quilter
- Capital Enterprise Centres
- Enterprise Centres
- Gecko Jewellery
- Cliffe Construction
- Burrows
- Doo Das Hair Salon
- HXR Special Projects
- New Zealand Passport Office
- Swan Housing Group
- Kent Air Ambulance
- Michael Rogers *Commercial Agents*
- Russell Reynolds Associates
- Family Mosaic Housing Assoc
- Potter Raper
- Marley
- AEG Live and AEG UK
- CCL Labels
- Refugee Assoc
- Drapers Mills School
- Premises Facility Management

Relocating

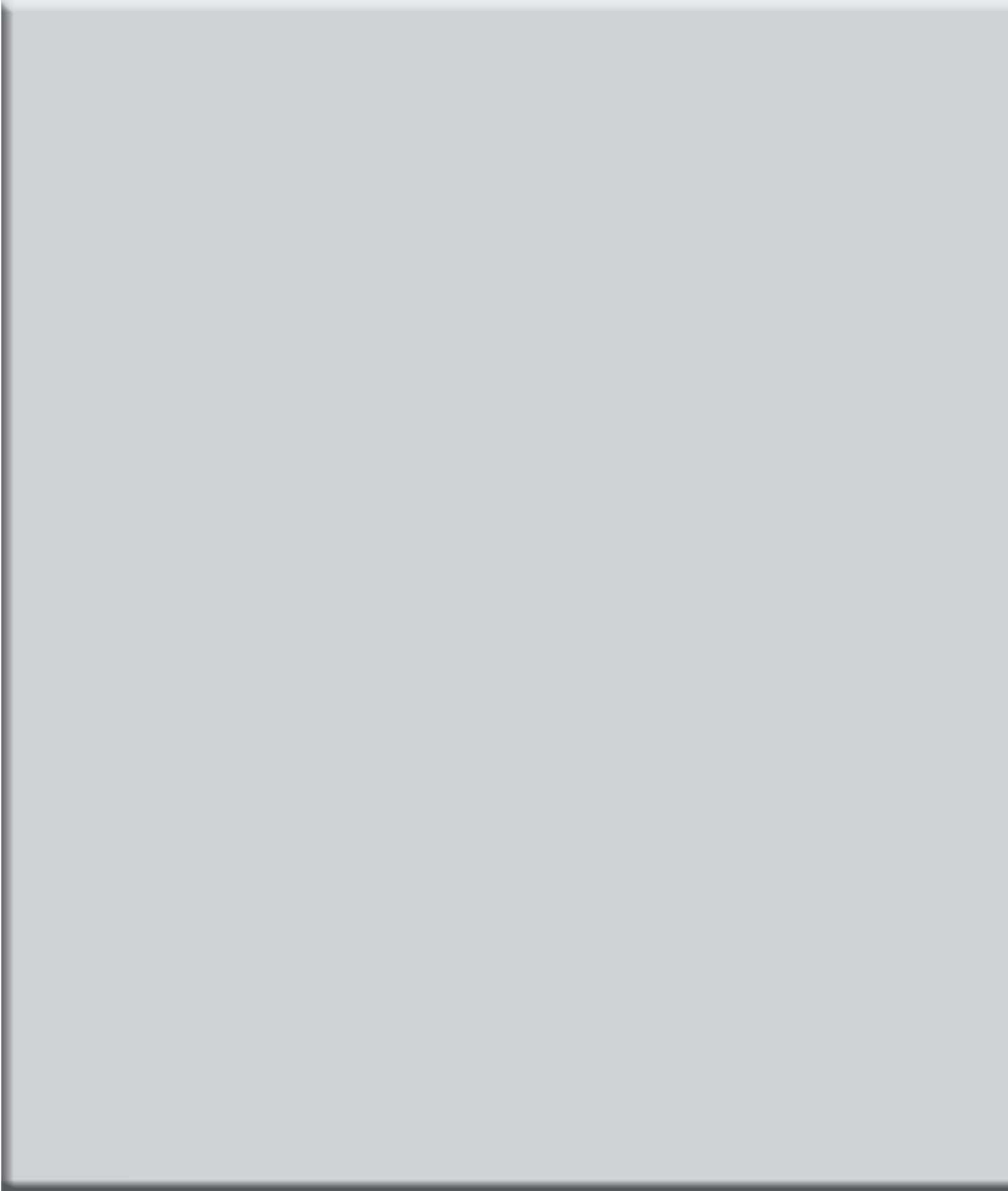
RAP work closely with trusted companies who offer the same excellent standard of service who jointly can help you if you are looking to relocate your business...

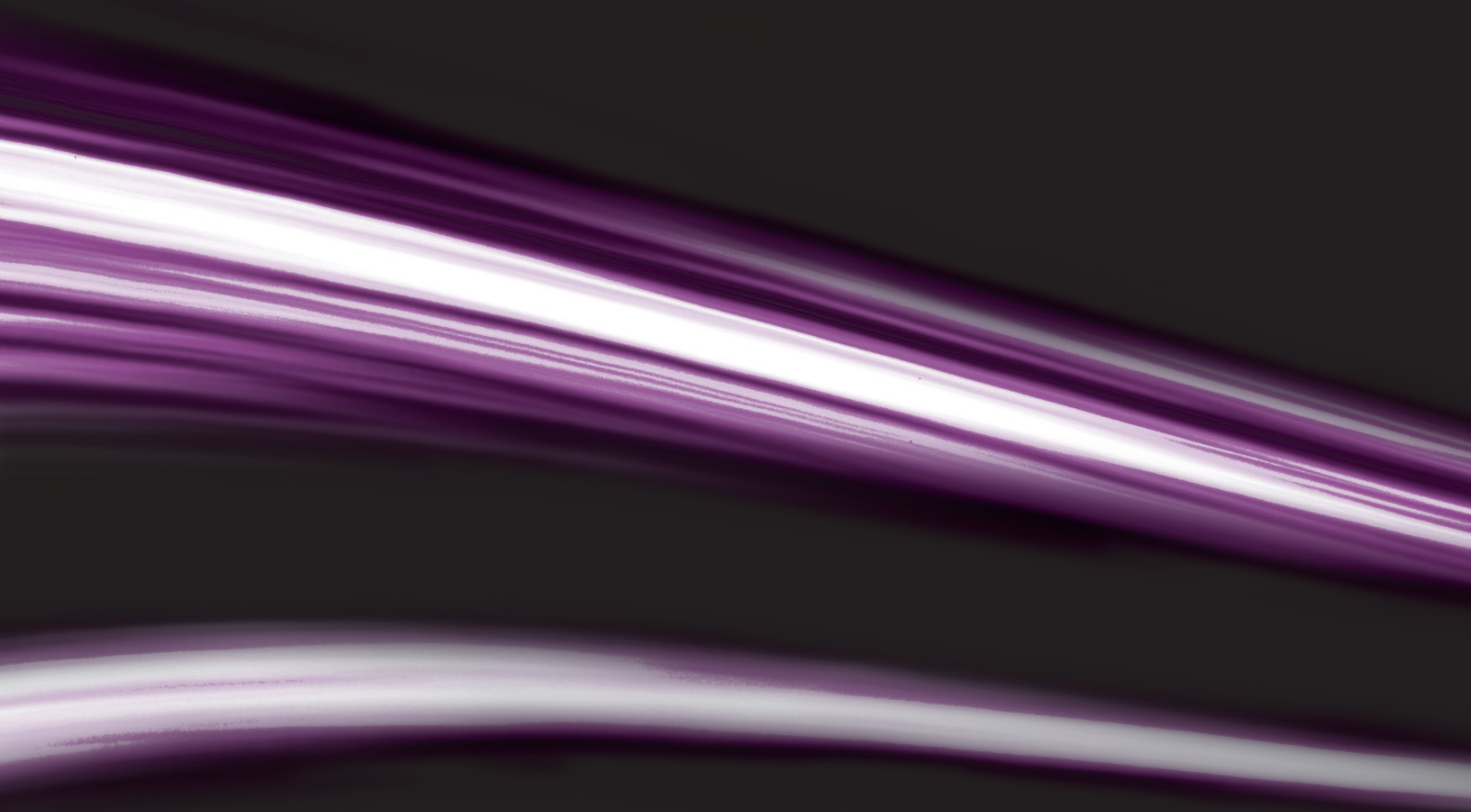
RAP can offer office space, office suites and light industrial space available on flexible licences for small and growing businesses in Chelmsford, Sittingbourne, Harlow, Southend, Colchester, Croydon and Kings Hill, West Malling & Milton Keynes. RAP have close partnerships with many commercial agents throughout the UK and can help find you new premises.

- Office removals ● Legal services
- Foreign exchange - currency exchange, import & export
- Commercial insurance ● Commercial premises agency
- Purchase/sale of business ● Business start up advice
- Investment advice ● Architectural services

RAP services include corporate finance, commercial litigation, employment law, property issues and debt recovery.

For information and assistance on these services
Contact **Julie Anderson** 07956 315 755





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