

OFFICE BRIDGE

Edition Two - July 2025

NEWS


**THE SECOND WAVE: FRESH
INSIGHTS & UPDATES**



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Keep a water cooler nearby as a visual cue to stay hydrated—your team will appreciate it, especially as temperatures rise!

**From £12.99
per month**

**(no hidden cost,
no additional charges)**

*** Water Boosts Brain Function** - The brain is about 75% water; staying hydrated improves memory, focus, and reaction time. Dehydration can cause brain fog and sluggish thinking.

*** Hydration Affects Mood and Stress Levels** Studies show that dehydration can lead to higher stress levels, irritability, and anxiety, which negatively impact workplace performance.

*** Drinking Water Can Improve Energy Levels** Fatigue is one of the first signs of dehydration. Staying hydrated helps maintain steady energy levels throughout the day without relying on caffeine.

*** Water Helps Prevent Headaches** Dehydration is a common cause of headaches and migraines. Drinking enough water can reduce headache frequency, keeping you more comfortable and productive.

*** Proper Hydration Can Improve Sleep Quality** Good hydration throughout the day (but not excessive water intake right before bed) promotes better sleep, which in turn leads to better focus and performance the next day.

*** Cold Water Can Wake You Up** If you're feeling sluggish, drinking cold water can increase alertness by stimulating adrenaline and increasing blood circulation.

FREE Install and Delivery

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Welcome to the Second Edition of the Office Bridge Group Newsletter!



With summer just around the corner, the days are getting brighter and hopefully you're feeling a little extra spring in your step!

We have had a lovely year so far at HQ. We had fun celebrating WORLD STATIONERY DAY on 30th April as well as sharing staff birthdays together and learning all about our new category Audio Visual ..Interactive Screens really are the way of the future, and something for every budget too!

In this quarter's edition, we've packed in more innovative ideas, exclusive offers, and even a few light-hearted moments to bring a smile to your face.

This time in Meet the Team, we're featuring my wonderful wife, Cath—so I'll be reading along to see if I can uncover any of her secrets myself! Happy Wife, Happy Life! So, take a moment to unwind, put your feet up, and enjoy a quick break—we hope you find something inside that sparks your interest.

And as always, if you enjoy this edition, don't forget to share it with others who might like it too!

We'll be back in October with more Office Bridge News—until then, happy reading!

Mike & the Office Bridge Team



Are you Happy with our service?
Tell people!

Receive up to £100 credit on your account after their 3rd order!



REFERRAL INCENTIVE

SUPPORTING

Supporting local businesses is one of the best ways to keep our communities strong and thriving. When we shop local, we're not just buying a product—we're investing in the people behind the business.

These are the services, shops, and cafés, that not only give our neighbourhoods character but also importantly create jobs for our friends and neighbours. Local businesses tend to give back more, whether it's sponsoring a kids' sports team, donating to a charity, or just keeping the local area buzzing with activity.

At Office Bridge Group we support many local businesses, schools, charities and hospices, and you can too! Our 'support your...' initiative is a programme in which OBG customers can choose exactly who you would like to support. **Once chosen, we will donate 2% of your ongoing spend to that school or charity of your choice!**

Not only are we looking to reduce spend on your products and services we provide, but we are helping you to support those people close to your heart by doing so!

We donate to and support many local businesses, schools, charities, and hospices, reflecting our commitment to our community, a few examples are:



LOCAL



The more you spend, the more we give back to local causes! You Benefit – They Benefit - We all Benefit. Keeping our money in the community helps everyone, making our towns and cities more vibrant and connected.

On top of that, shopping local is often the greener choice. Many small businesses source their products nearby, cutting down on shipping waste and supporting other local makers. And let's be honest—there's something special about walking into a building where we know each other's names and actually care about what you need.

It's not just about convenience; it's about relationships and building a community where businesses and customers support each other.

So next time you're deciding where to spend your money, choosing a local business is good for all of us!!

Contact

sales@officebridgegroup.com

if you'd like to start supporting a local school, charity or hospice, all by saving money on things you probably already purchase!



MEET THE TEAM

Cath – aka Mrs Astbury, Mrs TSS, Mrs Weaver, and Not Cathy!

Before joining OBG, what other jobs have you held?

Lifeguard, Gym Instructor, Customer Service Advisor, CEO Complaint Handler, Team Coach/Improvement Analyst (CS)

What is the most interesting or funny event you have experienced on the clock? (Bonus if this involves something hilarious about Mike) When one of our suppliers came in for a meeting with Mike and he offered them a coffee but they replied with 'its ok your daughter has already made me one' Mikes response was 'that's my Wife!!'

What is your favourite category that OBG supply and why? I actually love our sister company TSS Hygiene especially when we get samples of the cleaning products that I can try at home.

What is something you could talk about for hours? Food Its always a hot topic in the office what we are all having for lunch and dinner, especially with Jen's husband being a chef!

Where is the best place you have ever visited? Disney World Florida, who doesn't love Disney!

Is there anything in the whole world you would really like to learn?
Sign Language

If you could only eat one type of food for the rest of your life, what would it be?
Definitely Cheese and Crackers, but only if I could have a glass of wine too

What was your favourite subject in school, and why?
Textiles/Art, I loved getting to make different things, I love being able to do arts and crafts with my kids, although they are a bit old for this now.

What was the first concert or live event you ever attended?
My first ever concert was Meatloaf when I was 11.

Is there anything you would change about working with your husband every day?
I should say no really shouldn't I, he is the boss after all.





**Call our team for more
information on products and
services**



CATERING AND KITCHEN SUPPLIES

Tel: 01928 291207

Email: sales@tsshygiene.com



**At Office Bridge we have
committed to working in a
way that ensures we achieve
a positive and far-reaching
social, economic and
environmental impact, sharing
our successes and challenges
along the way. We are
focusing on these Four Areas:**



Carbon Footprint Measure, monitor and reduce our carbon footprint in line with your business metrics on an annual basis.

Waste Management Reduce, reuse, recover and recycle business and operational waste by taking direct action and making changes within our supply chain.

Single-use Packaging Minimise environmental contamination and waste by reducing the amount of single-use plastic and packaging before disposal.

Social Responsibility Create a positive social impact for our employees and our wider community through engagement and action.

Take a break, sharpen your pencils and give your brain a workout with these puzzles, because even workdays need a little fun!

SUMMER WORD SEARCH

S B W K I S U N W M K W V
Y E K Q H X A E S K O V P
N A D A O B D N J I N A M
G C L C T B W M D T U C O
N H I P L Q N T H E F A R
I I C E C R E A M A R T M
W D R P O P S I C L E I C
S W I M N I E J T A M O A
B A O E T C G U L D M N M
R T A N E N S M H A U T P
I H C A E I O P S V S L I
S A Y E U C P O O L N O N
V R S E S S A L G N U S G

WORD BANK: HOT ICE CREAM PLAY SUN
BBQ JUMP POOL SUNGLASSES
BEACH JUMP POPSICLE SWIM
CAMPING KITE SAND SWING
FUN PICNIC SUMMER VACATION

Answer the riddles then match them with the pictures

1 - I run all around a field but never move.
What am I?



2 - I have many keys but no locks. I have
space but no room. What am I?



3 - Where can you always find money when
you want to?



4 - What never asks questions but is usually
answered?



5 - What sounds like a parrot and is orange?

6 - What flies when its born, sits when its
alive, and runs when its dead?



7 - What has an eye but cannot see at all?

8 - How do you spell mousetrap by only
using 3 letters?



9 - What has a neck but no head?

10- Where can you find cities, shops, and
streets but no people?



11- What goes up and down without
moving?



12- What room can nobody ever go inside?



CRIME

Standard
Standard



EXXPOSURE

W★RS

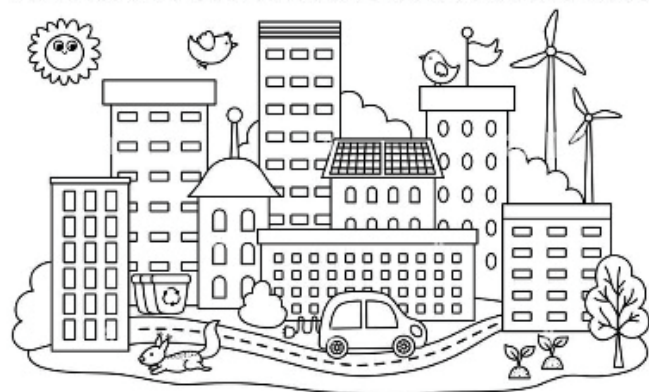
COVER
AGENT

CHALLENGE CORNER

5	3	4					9	
	9			6				
6	2		4				8	5
			6	1				
2		9	7		4	6		1
				5	2			
1	4				7		6	9
				9			7	
	7					1	2	3



Spot 10 differences

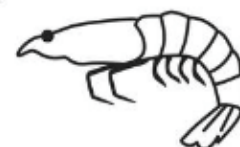
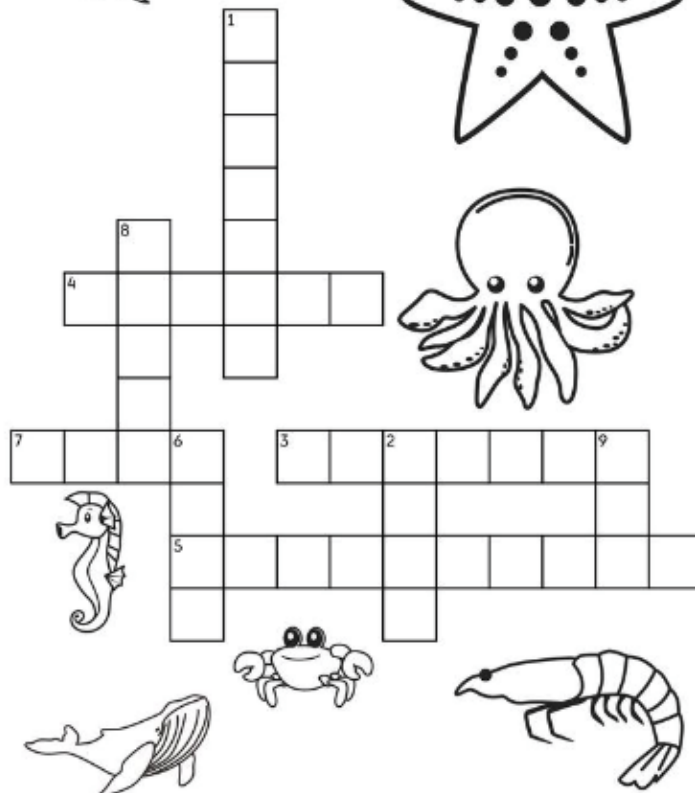


DOWN

1. A sea mammal with a dorsal fin and a beak-like snout
2. The regular changes in the level of the sea
6. aquatic animal that can be found in rivers, lakes, and oceans
8. A large, intelligent marine mammal
9. The large body of salt water that covers most of the Earth's surface

ACROSS

3. It has a soft body with suction cups on its arms
4. Small, pinkish-grey seafood
5. Shell with 5-point star pattern
7. A natural rock formation in the ocean





Summer Delivery Reminder

We're open throughout July and August and are happy to deliver directly to your caretakers or staff on-site during the Summer Holidays.

To help us keep our records up to date, please email us with:

- When someone will be on-site to receive deliveries
- Your reopening date in September

Bonus Service!

Unlike other education suppliers, we offer a custom delivery service - your class orders will arrive boxed and labelled just how you need them (e.g. KS1 / KS2 / Art, etc.) so they're ready to go straight to the right classroom. No sorting, no hassle!

Only one more thing to do - Enjoy your summer!

MPS | Managed Print Services

Managed Print Services (MPS) is a service we offer that helps you manage your machines.

Instead of handling printers, copiers, and supplies yourselves, you can rely on Office Bridge to take care of everything. This includes keeping your printers running smoothly, supplying ink and paper, and fixing any issues you may encounter.

MPS will help your businesses save money, improve efficiency, and reduce waste by keeping printing operations organized and simple.

Benefits of MPS:

- Saves money by optimizing print usage.
- Improves efficiency by streamlining operations.
- Reduces waste, making printing more sustainable.





As the others opened up with industrial-strength air freshener, Connie tackled the annual cleaning of the office refrigerator.



"IT'S NOT A PARTICULARLY GOOD PAPER-CUTTER, BUT THE BOSS THINKS IT KEEPS THE STAFF ON THEIR TOES!"



CYBERSECURITY:

WHAT IT IS & HOW TO STAY SAFE

Adobe Stock | #303570139

Cyber threats affect businesses of all sizes. From the NHS to small firms, anyone can be a target.

As companies rely more on digital tools, they face risks that can disrupt operations, damage reputations, and cause financial loss. Here are key threats and how to prevent them.

1. Phishing Hackers trick employees into revealing sensitive data through fake emails or websites.

Stay Safe:

Train staff to spot phishing scams.

- ✓ Use email filters to catch suspicious messages.
- ✓ Enable two-factor authentication (2FA).

2. Ransomware Hackers lock your data and demand payment to unlock it.

Stay Safe:

- ✓ Keep encrypted backups.
- ✓ Update software to fix security gaps.
- ✓ Use threat detection tools.

3. Insider Threats Employees or contractors (accidentally or intentionally) expose data.

Stay Safe:

- ✓ Limit data access based on roles.
- ✓ Monitor user activity.
- ✓ Provide regular cybersecurity training.

4. Supply Chain Attacks Cybercriminals target vendors with weak security to access your network.

Stay Safe:

- ✓ Check suppliers' security before working with them.
- ✓ Control third-party system access.
- ✓ Ensure suppliers follow security standards like ISO 27001.

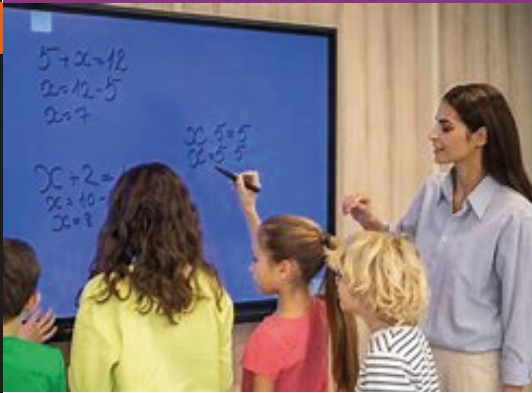
5. Malware & Viruses Malicious software can steal data or disrupt systems.

Stay Safe:

- ✓ Install strong antivirus software.
 - ✓ Block unverified downloads.
 - ✓ Use a firewall to protect your network.
- By following these steps, businesses can reduce cyber risks and stay protected.

INTRODUCING OFFICE BRIDGE

AV SOLUTIONS



Modern schools and businesses rely on advanced audio-visual (AV) solutions to improve communication, collaboration, and engagement.

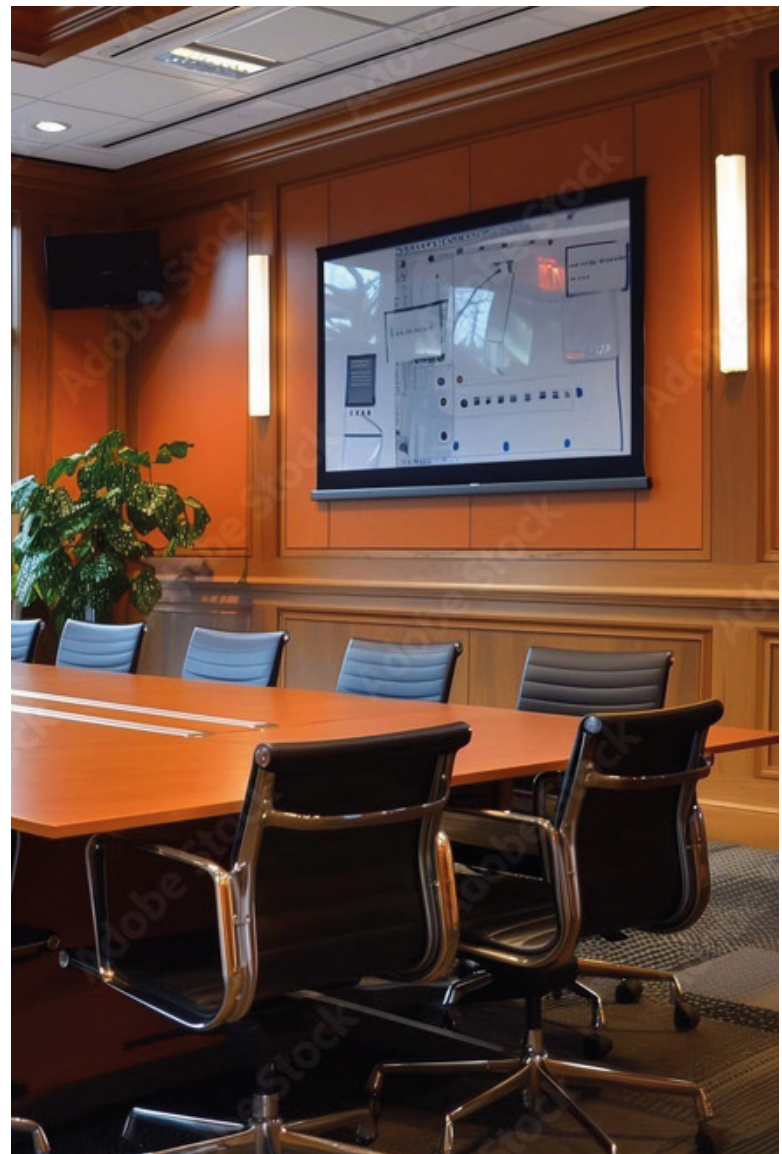
Smart screens, interactive whiteboards, and high-quality audio systems transform classrooms and meeting spaces, making lessons and presentations more dynamic and interactive.

Video conferencing tools enable seamless remote learning and hybrid work, while digital signage helps share important information efficiently.

Investing and Upgrading AV technology enhances productivity, supports accessibility, and creates a more connected environment for both education and business settings.

Contact tech@officebridgegroup.com to book in a meeting with our fully certified specialists.

(Free Site Surveys - We will take down all your old equipment and fully install your upgraded products - No Stress, No Mess!)



FUN IN THE OFFICE

There have been talks recently about the importance of fun in the office. Some people seem to think that it's a waste of time and that employees should always be focused on their work.

However, we like to think that fun in the office is good for business, so we have listed six reasons why having fun with Co-Worker's is important.

Reason 1: Employee Engagement and Morale

When employees are engaged, they enjoy their work more and are less likely to leave the company. Additionally, happy employees are also more productive. Therefore, it's essential to keep your team's morale high by encouraging fun in the office.

Reason 2: Boosts Creativity

A study by Steelcase found that employees who had access to fun activities in their offices were more creative. In addition, the study found that "the most innovative companies are ones where people feel a balance of stimulation and relaxation."

Reason 3: Stress Relief

We all know that work can be stressful at times. However, taking a break from time to time is as important as having fun. Doing so can reduce stress levels and be more productive when you return to work.

Reason 4: Encourages Healthy Competition

A little healthy competition can be a good thing. It can encourage employees to work harder and strive to be the best. Additionally, it can also add some fun and excitement to the office.

Reason 5: Team Building

Having fun with your co-workers can help build relationships and improve communication. Employees who feel closer to their colleagues are more likely to work together more effectively.

Reason 6: Increases Happiness

This one is pretty simple – when you have fun, you're happy, and when you're happy, you're more likely to be productive and successful in your work.

So if you are curious about behind-the-scenes goings-on at work or What do your coworkers talk about when you're not around? Well, wonder no more!

**Choose some funny questions to ask coworkers and get a glimpse into their lives
(and maybe even some laughs, too)
A few examples to get you started**

1. What unchecked items remain on your bucket list?
2. What is your favourite fragrance?
3. What is the cleverest Wi-Fi name you have seen?
4. Have you ever had an embarrassing moment in front of a large group?
5. What are your most amusing childhood recollections?
6. What would you consider the most surprising scientific discovery imaginable?
7. What is the most annoying catchphrase?
8. What is the worst song ever?
9. What is the most boring sport?
10. What is the weirdest thing you have ever eaten?
11. Who would you choose to be if you could be a character in any movie, TV show, or book?
12. What is your spirit animal?
13. If you could trade places with anyone in the world, who would it be?
14. If you could have any superpower, what would it be?
15. What is the best/worst pickup line you have ever heard of?
16. What would you do with the money if you won the lottery?
17. What is the most exciting place you have been to?
18. If you could be any food, what would you be?
19. What would it be if you could have any job in the world?



Days to look forward to this quarter

Sun 6th July - Thank you Day

The idea of Thank You Day came from a grassroots campaign to hold the UK's biggest ever thank you party in local communities as a way of thanking each other and of building on the community spirit that so many felt during lockdown. People are encouraged to mark the day in numerous different ways from picnics to BBQs, outdoor parties to drinks.

This special day is supported by hundreds of organisations across the country, ranging from the Scouts and Guides to Rotary and the Royal Voluntary Service, NHS, The Mirror and the Sun, the Football Association and the Church of England. What will you do to thank each other this year?

Mon 7th July - World Chocolate Day

This day was chosen because chocolate was introduced to Europe on July 7th 1550. Do you need a reason to take part?!

Celebrations chocolate product code (AU54274) / Heros (KS95987)



Fri 25th July - National Wine and Cheese Day

Make this a day to get together with friends, bring out some reds and whites, chiantis, ports, blushes, and champagnes along with Roquefort, Limburger, gorgonzola and mizithra, and have some fun!

Fri 1st August - International Beer Day

Support local and craft breweries - International Beer Day heavily promotes local, independent breweries who often organize events and special releases. It's a way to support these businesses and the craft beer movement.

Weds 6th August - National Playday!

National Playday is an annual event in the UK which promotes the joy and the importance of play in a child's development, and highlights the need to protect the community spaces children can play in. Starting in London during the 1980s, in response to loss of funding for playgrounds and play centres in schools and communities. National Playday aims to promote an understanding of the importance of play in children's development and happiness, as well as give everyone the chance for some fun.

Weds 24th Sept - National Fitness Day

National Fitness Day is an annual campaign by ukactive that highlights the role physical activity plays across the UK, helping to raise awareness of its importance in assisting us to lead healthier lifestyles. Whatever your current fitness level is, there's something for everyone on National Fitness Day. Use the National Fitness Day Location Finder to see what's on in your local area.

Water bottles (M-QD440) and sweat towels (PA578), bespoke branding available



Next edition : October 2025 please get in touch with any suggestions for future articles.