

1. Company details

	OFICIO LTD	OFICIO FRANCE SAS
Role	UK invoicing entity: online orders, UK and Ireland, export	French invoicing entity (Chorus Pro)
Registered office	64 Nile Street, London N1 7SR, United Kingdom	61 rue de Lyon, 75012 Paris, France
Registration	Companies House No. 12676003, incorporated 17 June 2020	RCS Paris 999 196 256, incorporated 31 December 2025
VAT	GB357610493	FR11999196256
Director	Sarah Kahloun	Sarah Kahloun, President
Contact	Contact form: www.oficio.ltd/#contact · +33 1 43 63 81 35	same

Group brands: lumacards.com and impressioncartes.fr (plastic cards, badges, NFC/RFID), tagsfab.com (adhesive labels), multi-pages.com (brochures, books, reports), print-and-web.com (commercial print), mailingpostal.net (direct mail), printcloud.es (Spain). Trading since 2009. Artwork is produced in-house; manufacturing is entrusted to partner printers in France and Europe selected per product (FSC/PEFC papers on request).

2. How we work with public bodies

- **Written quotation** within 2 working hours, valid 2 months, signable online; your purchase order number is carried through to the invoice.
- **Thresholds:** below the publication thresholds of the Procurement Act 2023 (currently £12,000 for central government, £30,000 for other contracting authorities) a quotation is sufficient; in Ireland purchases under €5,000 need no formal quotes.
- **Online proof** before any production, free of charge; secure file upload; personal data (recipient lists, member files) processed in the EU and deleted 30 days after delivery, data-processing agreement supplied.
- **Payment on order:** Government Procurement Card and other purchasing cards, credit or debit card, bank transfer. Production starts on receipt of payment and proof approval. We do not offer credit terms after delivery.
- **VAT invoice** from OFICIO LTD, available at any time in your online account (www.oficio.ltd/client). Irish bodies with a VAT number: reverse charge where applicable.
- **Delivery duty paid** to the UK and Ireland, tracked, delivery note without prices enclosed; multiple sites on quotation. Quantity tolerance ±5 % (trade practice; 100 % on variable data).

3. Typical lead times (working days, excluding transit)

Product	Standard	Express
Plastic PVC cards, badges, variable data	5 to 10	3 to 5 on quotation
Adhesive labels on rolls	4 to 10	on quotation
Saddle-stitched and perfect-bound booklets	6 to 10	on quotation
Flyers, posters, stationery	4 to 7	2 to 3 on quotation
Artwork (two rounds of amendments included)	2 to 5	—

4. Bank details and documents

Bank details of OFICIO LTD (GBP and EUR accounts) are provided on the official bank letter enclosed with this pack and never changed by e-mail: if in doubt, call us. Enclosed on request: certificate of incorporation, VAT registration certificate, insurance certificate, completed supplier set-up form, modern slavery and data-protection statements.

5. References by type of body (2025-2026)

- Regional body of healthcare professionals (France): addressed direct-mail campaigns, print and mailing.
- Higher-education foundation (Paris): programme brochures.
- Secondary schools: student and canteen cards, communication material.
- Coastal community association: newsletters and postal distribution.
- Municipal and subsidised bodies: membership cards, badges, signage.

Referee contact details available on request, with their consent.

In short

One named contact, a quote within 2 hours, a proof before production, a VAT invoice and payment on order: the simplest route for public purchases below the thresholds.