

The Educational Hub

Connecting school buyers and suppliers



educational hub



Useful Information
for New Customers

Welcome

Thank you for joining The Educational Hub

Within these pages you will find out more about the products you have purchased and the other services which could further enhance your presence in the education sector. You will also find advice on how to make the most out of our services, with useful contact numbers at the end should you have any further questions.

About The Educational Hub

Established in 1999 we have a successful history of working directly with school management, our company has a growing portfolio of trusted and engaging online and print products aimed at supporting school management and their suppliers.

We provide a wide range of services for companies wishing to promote themselves to schools, and this booklet is designed to introduce you to some of the benefits that The Educational Hub can offer you.

If you would like more information on any of our products and services, please visit our corporate website at www.educationalhub.co.uk or contact our customer services department on 01691 680 945.

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The Headteachers and Bursars

Handbook of Procurement

A concise handbook of companies offering products and services useful to schools in your region.

The Headteachers and Bursars Handbook of Procurement is the The Educational Hub flagship publication. It is made available to schools free of charge and has become the first point of reference in school procurement.

Produced specifically for buyers within education, the Handbook is read by key decision makers within schools.

Published in 3 regions, North, Central and South, the Handbook of Procurement is a colour publication featuring national and regional companies that supply schools with a vast range of products and services.

Advertising in the Handbook of Procurement

As a business in the Handbook of Procurement you are given the opportunity to list your company details within any of the regional or national sections under an appropriate category heading.



You are also offered a number of other unique benefits including:

- The opportunity to upgrade your listing to make your business more prominent
- Regular notifications of national school tenders
- A professional design service to help you get the most out of your colour advertisement

Maximising Your Visibility

There are a number of ways in which you can increase the visibility of your business in the Handbook of Procurement, and full-colour advertising is an excellent way to make your entry stand out.

We at The Educational Hub can offer you a range of colour listings from eighth-page entries to full-page listings.

For more information about colour listings, please contact our Sales Manager on 01691 663 578 or email sales@educationalhub.co.uk

Artwork

If you have chosen a colour listing in the Handbook of Procurement, you have the opportunity to use your company logo, pictures and other graphics in your listing.

To do this, you will need to supply us with your artwork within 30 days of purchase. Once we have received your artwork, our in-house design team will be able to help you create your perfect colour listing.

For more information about artwork specifications, please see page 9

The Educational Hub

A comprehensive online portal of companies offering products and services useful to schools throughout the UK.

Listings are visible to schools via the **<http://portal.theeducationalhub.co.uk>** search facility and appear under the category and region which you select.

You also receive your own dedicated page that you can customise and update to reflect your business. Your company page is viewable in all your selected categories and regions and will be viewed by schools looking for additional information about your company.

Your company page will also be indexed on major search engines, such as Google and Yahoo.



Maximising Your Visibility

To customize the look of your company page you can:

- Upload your company logo
- Add text explaining a little about your company and your products or services
- Upload images of your products or services
- Amend your details to keep your web page relevant and up-to-date

Log On

To edit your company page, you will need to log on to portal.theeducationalhub.co.uk using your User ID and Password which are provided by email.

Get the “Listed School Supplier” link

Adding a “listed School Supplier” link to your own company’s website will improve your marketing to schools and boost the search engine optimisation (SEO) of your company website. **This will also give you an extra three months on the services you have purchased.**

Premium Placements

There are a number of highly visible portal advertising opportunities available to companies across the site. These include the highly exclusive ‘Featured Company’ advertisements and ‘Main Category Supporter’ adverts that provide you with high visibility within your chosen category, as well as Banner Advertising.

These adverts all offer companies a high degree of visibility, exclusivity and the option to work with the The Educational Hub design team to create some visually captivating web adverts that are guaranteed to get your company noticed.

For more information about your online options please call 01691 680945

Producing Artwork

How to make an impact with your listing

If you have taken out a colour listing in the Handbook of Procurement, you have the opportunity to make your listing stand out through the use of images and logos.

Creating your Artwork

Customers are required to create their own artwork and send it to The Educational Hub within 30 days of purchase.

We can only accept artwork in the correct specification and it is therefore very important that all artwork files comply with the specification below:

Format	PC Format
Resolution	Minimum 300dpi
Colour Format	CMYK Colours
File Types	TIF / JPEG / PDF

All artwork should be sent to: artwork@educationalhub.co.uk

Please Note: JPEG files must be submitted with minimum file compression, and PDF files must be submitted in high resolution, print quality files.

Once our design team has received your artwork, they will process and check the file, ensuring it conforms to the required specification and will reproduce in print.

If you are unsure about the size of your listing, or if you would like to discuss your artwork further, please contact the artwork department on 01691 680 945 or email artwork@educationalhub.co.uk

Need Help Creating Your Artwork?

The Educational Hub has a professional artwork team on hand to help you create your colour listing, and our designers can work in full consultation with you to produce artwork that represents your business accurately and to its fullest potential.

To take advantage of the The Educational Hub design service, simply contact our design department to discuss your requirements.

Using your brief, along with any text or images that you have supplied, The Educational Hub designers will create your colour listing using top-of-the-range design software, and send you a scale proof of the advert. You can then preview the finished product, alert us to any amendments that may need to be made and confirm your artwork before being published.

Please note there may be a charge for this service.

If you have any queries about artwork please contact the artwork department on 01691 680 945 or email artwork@educationalhub.co.uk



Tenders4U.co.uk

Providing a market leading tender notification system unlike any other.

Tenders4U is the business growth solution stemming from our award winning education procurement service. Our goal since 1999 has always been to help companies find and win new business. Tenders4U was born from our passion to provide economic growth to firms of all sizes. We know better than most how accessing the right resources can help a company grow.

We appreciate that every business is unique, that is why we have created a solution to match your companies needs. From start-up to large corporations and every business in between, Tenders4U delivers pertinent public sector contract opportunities, award notices and supportive market related resources. No more time wasted sorting through irrelevant notices. Finding what you want, where you want it, while staying abreast of market trends and your competitors.

What We Do

Tenders4U use your personalised business profile to source tendering opportunities relevant to your trade, then alert you to them. To ensure your business gets every pertinent tender alert timeously, Tenders4U map key words, phrases, codes and locations to your unique profile, bringing you relevant tenders you may have missed. We believe strongly in a more efficient collaborative process between SME's and the public sector. Enabling the public sector to better serve its communities, opening up a host of opportunities for business.



At Tenders4U we provide our customers with opportunities to prosper within the public sector. We serve both large corporations and small local companies from various fields of industry. Our customers work directly with the public sector or as suppliers and subcontractors. We draw from a massive tender resource, covering the UK and all EU member states including; invitations to tender, prior information notices and award notices. Approximately 160 000 invitations to tender are published each year, of which 14 000 are from the UK and Ireland.

Log On

To setup your tender notifications, you will need to log on to tenders4u.co.uk using your User ID and Password which will have been provided to you by email

Here you can search through the categories that are relevant to your business and setup alerts which will be delivered to you weekly by email.

You can also search through tenders at your convenience using our in depth search facility.

**If you need assistance in setting up your tender notifications
please call 01691 680 945**



Paying Your Invoice

Available methods of payment

Methods of Payment

There are a number of ways in which you can pay your invoice:

Credit Card

To pay via credit card call 01691 680 945

Bank Transfer

You can also make payment by BACS. Please include your invoice number in the transaction reference. Our account details are as follows:

Sort Code: 30-00-02

Account Number: 04034002

Lloyds Bank PLC, City Office Branch, PO Box 72, Gillingham, ME8 0LS

Questions

If you have any questions about any of our services, or would like any more information about The Educational Hub please contact our customer services team.

Tel: 01691 680 945

Email: support@educationalhub.co.uk

Our office hours are Monday to Friday, 9.00am to 5.00pm

Contact us

Useful numbers and email addresses

Departments

Alternatively, if you know the department that you would like to speak to, please feel free to contact them directly on the numbers below.

Sales

If you would like to increase the size of your listing or purchase additional products from The Educational Hub, please contact your Account Manager.

Tel: 01691 663 578

Email: sales@educationalhub.co.uk

Artwork

To discuss the artwork for your colour listing, please contact our design team.

Tel: 01691 680 945

Email: artwork@educationalhub.co.uk



educational hub

The Educational Hub

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