



## **2011 Wish List – LifeLine and Bella Maria**

What LifeLine/Bella Maria would really appreciate is that regular contributions of certain requirements are made on a monthly/quarterly basis.

### **Our biggest expenses are:**

Telephone account	-	approximately R10 000.00 per month (four Centres phone bills and two cellphone bills)
Petrol Account	-	approximately R4500.00 per month
Stationery/Printing	-	approximately R2000.00 per month
Refreshments	-	approximately R1200.00 per month
Insurance	-	approximately R2500.00 per month
Hire of Training venue	-	R 2500.00 per month
Hire of premises/Elect	-	R 3000.00 per month

If LifeLine could get regular assistance for any of the above it would be greatly appreciated. If there was an offer for assistance/supply of a certain item every month or every quarter it would really help.

### **Stationery items required:**

Copy paper – white	5 boxes per year
Copy paper - pink	2 reams per year
Copy paper - yellow	3 reams per year
Copy paper - blue	3 reams per year
Cartridges for printers	Lexmark Pro 205 - Black – 4 per year Lexmark Pro 205 - Colour – 3 each per year
Ring binders	2 boxes per year – size:12mm 2 boxes per year – size: 8 or 10mm
Card – no specific colour	6 reams per year
Card – white	2 reams per year
Pens - black	1 box per year
Red	1 box per year
Pencils HB	1 box per year
Envelopes	1 box white manilla 1 box A4 (brown or white)
Laminating pouches	3 boxes per year
Transparencies	2 boxes per year
Cartridge for Fax	Samsung SF-345TP - 2 per year
Flip Chart paper	10 per year
Whiteboard markers	2 sets per year

Koki pens – various colours	3 sets per year
Year planners	4 per year
A4 Exercise books	4 per year (hardcover)
Lever-arch files	6 per year
Prestik	4 packs per year
Pritt	6 tubes per year

**Other Office requirements:**

1. Printing of manuals (Personal Growth & Counselling Skills) 300 per year (120 pages each- double sided)
2. Printing manuals (other training) 300 per year
3. Printing of flyers for advertising 2000 per year
4. IT support on regular basis Our staff are not Computer competent to be able to deal with daily operating problems

**Refreshment items (day to day for four Centres):**

Tea	100 bags x 4 per month
Coffee	750g tins x 4 per month
Sugar	1.5 Kg x 4 per month
Milk	Longlife 6 pack x 2 per month
Cremera	4 per month

**Other items (under refreshment category):**

Handy Andy	2 per month
Black refuse bags	1 pkt per month
Dishwash liquid	4 per month
Ant spray (Doom?)	2 per month
Air freshners	10 per year
Toilet soap/liquid	10 per year
Tissues (facial)	15 boxes per year

Regular contributions towards telephone, insurance, fuel charges would be most welcome.

**Special Needs:**

Bella Maria	Set of saucepans Erection of "afdak" between house and flat Wendy House
LifeLine	Shredder – industrial or heavy duty