



## 5S in the Office

5S is a system of planning and organising which will save time, money and frustration in any office.

### 5S is:

- easy to start and keep going
- does not cost much to put into action
- saves money because there is less waste
- encourages better workplace communication
- reduces workplace hazards.

### DVD chapters:

What is 5S?

Sort

Set

Shine

Standardise

Sustain

The resource comes with a Trainer's Guide, customisable support materials and a PowerPoint on CD.

Total Duration 17 min

Price: \$135.00

## DVD ORDER FORM & TAX INVOICE

Title				Copies	Price (inc GST)	Total
5S in the Office					\$135.00	
<i>Plus P &amp; H (see table below)</i>						
Postage and Handling (inc GST)	1-2 DVDs	\$15	5-10 DVDs \$30	10+ DVDs phone 03 9525 1407 for P&H price	Final Amount	\$
	3-4 DVDs	\$25	Office Use Only: W			

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