

Show Your Heart Some Love - February is **Heart Month**

February is Heart Month - Celebrate Heart month by visiting the Heart and Stroke Foundation of BC web page. It is incredibly informative and has great articles on Eating Well, Getting Active, Weighing In, Living Smoke Free, Shaking the Salt Habit, Reducing Stress and has some great healthy recipes.

DISTRIBUTION CENTRE VICTORIA

Customer Service:

Phone: 250 952-4460
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Fax: 250 952-4431
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Bookmark the DCV Online Store at: www.dcv.gov.bc.ca



Protocol & Giftware

Check out what's new in giftware...



Coat of Arms Baseball Cap

This smart looking cap features the British Columbia Coat of Arms, embroidered in full colour. This durable black hat is Blended Acrylic and has an adjustable Velcro closure for easy sizing.

Product #: [9999843099](#) Price: \$22.95



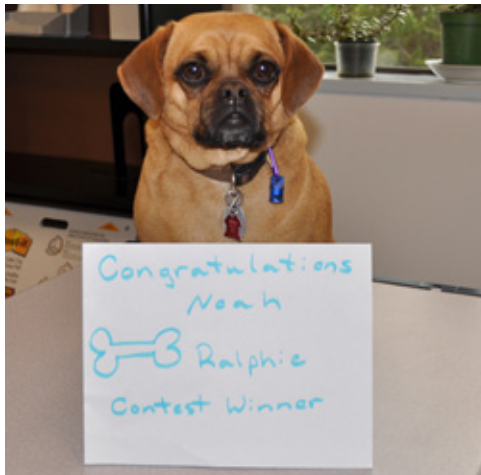
Cloisonne' Dragonfly Brooch

Clasp this little charmer to your shoulder! The ancient art of cloisonné inlays coloured pieces of enamel between thin pieces of wire creating this delightful little dragon fly...Totally unique!

Product #: [9999847168](#) Price: \$14.95

Valentine's Day is that day in the year when we celebrate love and romance and try to dedicate ourselves just that little bit more. It provides a special opportunity to express our loving and caring feelings to those we love. While initially this day was dedicated to lovers and spouses, it has grown to be the day to express our love in all its forms - parental love, siblings love, love of friends and even our pets.

Check out the Protocol Giftware section of our cart... and don't forget the clearance section as well for your sweetie, lots of great deals. If you do see something you like give us a call @ 250-356-6183 before ordering, to ensure stock and delivery times.



Where is Ralphie Contest?

Each newsletter in 2012 had an image of Ralph hidden in it. Last month we asked readers to submit the locations of where Ralph was in each issue. The winner of our draw **Noah Griffith-LeClair**, chose the Four Clans Water Bottle as his prize. The contest will run again in 2013, so keep your eyes peeled for a hidden image of Ralph in this issue, and all subsequent 2013 issues. A Big thank you to all who entered and played in our contest... Ralph is a fun part of our workday and we are happy to share him in our newsletter! Congrats again to Noah!

Does your office need corporate "swag" gifts before fiscal?



Call or email Protocol & Recognition for all your corporate gifting needs.

Contact Jacqueline Driesen:

Email: Jacqueline.Driesen@gov.bc.ca

Phone: 250 356-6183.

Green Solution or New Year's Resolution?



Does just the thought of making New Year's Resolutions cause you to feel stressed out? Well it doesn't have to, just vow to keep it simple. Often we overwhelm ourselves with details and expectations. Why not make a list that emphasizes quality, rather than quantity changes?

Simple, practical changes quickly become a habit if practised in our daily lives.

If you are an eco-slacker start with these few simple green solutions:

1. You can choose to make small changes like switching to cotton cloths instead of using paper towels when you clean. Everyday 3,000 tons of paper towels end up in landfills.
2. Make the switch to natural cleaning products (7920014025), or better yet make your own. Find easy recipes online that can save you money and are a healthier choice. Soda/ vinegar/lemon combos can save some households up to 600\$ a year.

3. Plan ahead – program your thermostat to be turned on only during peak times and save 15% on your energy bill, or better yet put on your favourite comfy sweater and leave the heat turned down.

Now that 2013 is under way why not follow up on your resolutions to cut clutter?

Almost everything can be donated, traded and or recycled.

We are pros at putting our cans, glass and newspapers in the proper bin but what about all the other things you can recycle. A little research online shows us that almost anything we have can be dropped off or picked up by environmentally friendly companies to dispose of our waste correctly, or better yet be reused.

Did you upgrade your computer or TV for Christmas? If so let us help you dispose of the old ones...

Drop your end of life electronics off at either of our two Asset Investment Recovery locations and have them recycled for free.

We accept the following:

- Desktop and portable computers and accessories
- Televisions and monitors
- Printing, scanning and multi functional devices
- Audio products
- After market vehicle audio systems
- IT and telecom devices
- Electronic musical instruments
- Medical monitoring and control devices

Victoria
4234 Glanford Ave
Drop off: 8:30am - 3:30pm

Surrey
8307 – 130th St
Drop off: 8:30am - 3:30pm

For a full list of returnable items visit:
www.return-it.ca

Navigating our **Shopping Cart**

1. What is current?

Although the Distribution Centre Victoria has a printed catalogue, the most current up to date products and pricing are found online.

2. What is the unit of issue?

The unit of issue is how a product is sold. It can be found on the cart located next to the price of the product. The description may say 12 per box, but sold by each so it's important to look at unit of issue.

3. What if I need to make a change in my order?

There is a very small window available if you need to make a change to an already submitted order. If you need to add or subtract a product, change the ship to or cancel the whole thing call our customer service staff at 250-952-4460.

4. Who can order Protocol and Specialty Giftware?

Protocol and Specialty giftware can be ordered by government ministries, employees and government entities.

5. What is a Registered Expense Authority?

Formally known as a Spending Authority, a Registered Expense Authority approves or disproves Distribution Centre Victoria electronic orders sent to their email address from the initiator of the order. If an expense authority wishes to approve an order, they click on the "Reply" icon, type, "Approved", and then click, "Send". If an expense authority does not wish to authorize an order, they click on the "Delete" icon and as a result, the order will not be received by the DCV.

Do you have more questions on expense authority? If so call our customer service staff at: 250 952-4460.

You can find these facts and more on our website @ www.dcv.gov.bc.ca on the bottom right hand corner under FAQ.

Fiscal friendly reminder... It's that time again.

Fiscal year end always comes faster than we think. To ensure your orders are billed to this fiscal year, place your order by March 15, 2013.

Customer Pick

Be **Green**...literally

Recently one of our valued customers called our reception line to discuss a product she loved and wanted to pass along her appreciation of it.

The product her office uses for all their little mistakes is the BeGreen correction film and refill. It's a quick and easy fix, not to mention made from recycled plastics and a great price.



Product #: [7510124003](#) Price: \$2.82



Product #: [7510124004](#) Price: \$1.70

If you have a product you would like to see featured in our Newsletter please email: Dawna.Ackin@dcv.gov.bc.ca

Thank you for the great input, we appreciate the call.

Coming soon to the **DCV**

Fellowes - Helios 30 Thermal Binding Machine



This thermal binder is perfect for medium duty or desktop binding projects. It binds up to 300 sheets, and it's quick with a one to three minute binding cycle.

It features a manual document measure and LED control panel which makes it so easy to use. The audio / visual indicators signal when the machine is ready to bind, or when the job is complete.

Your staff and office will remain safe because of the auto shut off feature which prevents overheating, along with Heat Shield barrier preventing accidental contact with the heating plate.

We will be carrying black and blue binding covers in a wide variety of sizes.

Contact Information

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