

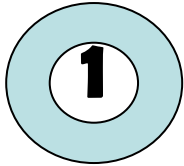
# 5 Tips for Affordable Year-End Gifts

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The end of the year is an ideal time to reward your team members for their contributions. Even with a tight economy, there are ways you can reward your team and conserve on expenses.

Here are 5 tips to help you save money on your year-end reward and recognition gifts.



## 2-in-1

Many organizations hold some kind of holiday luncheon or party. If you already have one planned, use the event as an opportunity to highlight team accomplishments. If your budget permits it, you can give out targeted awards for specific accomplishments. If your budget is too tight, then deliver a heart-felt thanks and toast to your team, at the event.



## 1 for All

Sharable group gifts work great in lieu of individual ones. The most popular item in this category is a nice assortment of food or sweets. We recommend something that lends itself to casual munching throughout the day. Try to avoid gifts that require utensils or refrigeration. Present the gift on a day when most people are present (like a Tuesday or a Wednesday). Avoid the weeks right before and after a holiday, when folks will be out on vacation.



## Close-outs and Quantity Price Breaks

Many suppliers try to clear out their inventory before the end of the calendar year, so you'll find a plethora of bargains in November and December. Ask your favorite gift provider for a list of specials and close-outs. If possible, combine your financial resources with another team or department. Give the same gift to everyone so you can take advantage of quantity price breaks and save even more money.



## Event Souvenirs

Capitalize on the good will built at your year-end event by giving your team a small memento of their 2009 accomplishments. Etched glasses, desk accessories, customized coasters, and small personal accessories all make great office party favors.



## Start off Right

Set the tone for 2010 by giving a gift that looks forward to the year ahead. If you are starting a new project in 2010, consider a gift that team members can use on the project. A nice (but inexpensive) pen, notebook, or flash drive (for larger budgets) all give your team members something to look forward to. And depending on the gift and timing, you might be able to write the gifts off as a 2010 office expense.

If your budget is so tight that a year-end party or gift is unthinkable, then go for the tried-and-true honest "thank you"! Give each team members a hand-written note expressing your sincere thanks. But...if gifts are in your budget, we carry all of the items mentioned above and many more. (Smile-wink!) Contact us for photos and quotes. Happy holidays!