

mantle Newsletter



GO CARDLESS IS LIVE!

Mantle can now take payments online via Go Cardless

IN THIS FESTIVE NEWSLETTER, MANTLE HAS A SLEIGH FULL OF CHRISTMAS CHEER TO SHARE WITH YOU, ALONG WITH A REVIEW OF 2018 AND WHAT'S TO COME FOR 2019 AT OUR BUSINESS CENTRES.



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Mantle is pleased to announce that we have joined the Go Cardless scheme. A few of you may have already noticed the logo on our website. This will give everyone the opportunity to pay invoices online at the click of a button. Throughout 2019 we will be encouraging all tenants to set up regular payments for rent and other regular amounts, via this system. Watch out for further information appearing soon on your invoices and from Accounts.

NEW MANTLE WEBSITE

We have given our website an exciting new look...



Mantle's new website has been launched. We've worked hard to ensure the format is modern and very user-friendly, making it easier to find out what we do and how to contact us. We have showcased our meeting rooms on their own webpage, and included simply downloadable PDFs for all of our services. And we are now presenting an updated image of ourselves to the world in our vibrant signature colours - shades of pink, blue, purple, green and lilac, with a dash of mustard and some cool greys. This has been a long term project that we are pleased -finally- to be able to share with our clients.

Take a look here: www.mantleltd.com

DIY SOS: HOW WE JAZZED UP YOUR OFFICES IN 2018

The Facilities Management train never stops here at Mantle! We are lucky to have Julian and Adie on our maintenance team, both incredibly hard working and dedicated to making your serviced offices look nicer. Now, we hope this is pointing out the obvious, but as a recap, upgrades to the offices during 2018 included:



Innovation House



- **Kitchens** were refurbished and we installed boiling water taps
- Corridors were **re-carpeted** and **communal areas** improved. More is to come, but already we can see a big improvement.
- We **redecorated** and re-carpeted many **offices**. This is a rolling project without end, but big steps have been taken this year.
- We installed a **shower**. If you'd like to make use of this, please borrow the key from Reception.



Indigo House



- We **relocated Reception** to a more natural spot, at the front of the building (in Unit 12). An altogether easier location for visitors and tenants alike. And Reception is now brightly signposted in modern pink, lime and blues; a huge improvement to the look and feel of Indigo.
- We redecorated and **re-carpeted many offices**. Some slightly tired looking offices have been completely refreshed and are looking much more inviting.
- We recently made major improvements to **lighting in the car park**, just in time for the dark nights.
- A **recycling** scheme was introduced in the kitchens.
- We expanded our serviced offices into the **Unit 9 space**, creating six new offices on the ground floor and a whole suite upstairs. All four quadrants of Indigo are now full!



And of course.....we employed more Receptionists, to ensure a better, more efficient service.

We are really proud of our great new team. You can read more about our Receptionists in this Newsletter.



UP, UP, UP! MORE UPGRADES ON THE WAY FOR 2019

We've been working hard throughout 2018, but we know not everything is perfect...yet! This is what will be happening next year to make your serviced office even better.

Innovation House



Refurbishment of bathrooms

We have heard your voices! We're conscious of your feedback and will be updating the bathrooms. We are aware that the bathrooms are currently the weak point here at Innovation House and are determined to ensure the bathrooms do justice to the rest of our very nice building.

Removal of roller towel units and installation of new hand dryers

Again, we have listened to our tenants, and have considered new, better ways to get those hands dry. Over the years, tenants have had differing opinions on the handtowel-versus- roller towel unit - versus hand dryer debate, and we have not been shy to try different ideas, but the hand dryers have won out for 2019.

Completion of the corridor carpeting

We have had a big project to remove and replace older carpet tiles- as Julian would be more than happy to tell you!- and this project rolls forwards into 2019.

Reception upgrade

Appearances matter! Watch this space for improvements to Reception. The old redundant noticeboard is on its way out and an overall fresh and pretty new look on its way for our entrance area. We are aiming to impress your visitors (and hopefully all of you too!)



Indigo House



Redecoration of the communal areas and corridors

If your part of Indigo House is not yet painted a clean bright white....it soon will be. A fresh new look is on its way and will be particularly noticeable in our original units; unit 10 and unit 12.

Redecoration works in bathrooms & kitchens

This is very much due to popular demand! We have listened to feedback and will be updating the bathrooms and kitchens. We think this will make a big difference to your everyday experience of life at Indigo House.

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MEET THE JOLLY MANTLE TEAM

Isn't it true that we all have our everyday persona and a Christmas persona? In every office there's the one whose Christmas starts in late October, the Grinch, the one who orders everything online, the one who does all their shopping on Christmas Eve, the one who keeps bringing mince pies into the office... and the one who just wants to get drunk.



Tracy Knight

My name is: Tracy Knight

My job is: Facilities Manager (AKA Girl Friday)

What you might not know about me:

I have a 16 year old daughter, five year old Puggle and spend my free time in gym clothes and trainers or jodhpurs and riding boots.

My favourite Christmas song: Band Aid 1984 – The original Do They Know it's Christmas (showing my ahem... age). Childhood memories.

My favourite Christmas film: The Grinch – what a silly question, there is only one Christmas film, isn't there?

What I'm doing for Christmas this year: Eating too much, drinking too much, partying too much. Oh, and The Santa Run in Reading of course.

What I'm asking for, for Christmas this year: I'm buying myself a new patio! However, I'd really like a week in the sunshine if anyone is feeling generous?

Yule log or Christmas cake? – Yule Log

Real tree or artificial tree? –

Real tree, messy but worth it (but not before 15th December!)



Get to know your festive

Mantle team here!



Luke Bolt

My name is: Bolty

My job is: Questionable

What you might not know about me..... I used to have long hair. Before it all fell out.

My favourite Christmas song: I like Classic Carols

My favourite Christmas film: The Proposal...or Home Alone

What I'm doing for Christmas this year: Standard. Going to the Parents. Eating, drinking, sleeping and generally loosing track of time.

What I'm asking for, for Christmas this year: I prefer to be surprised on Christmas Day!

Yule log or Christmas cake? – Log me up

Real tree or artificial tree? – Real tree every time. As you can hopefully tell from the Mantle reception areas over Christmas!



Alina Bolt

My name is: Alina

Makan. I've been slow to change it officially since I got married in 2016!

My job is: I work with sales for Mantle and a lot of other interesting things. I wrote all the content for this newsletter, for example.

What you might not know about me: A few years ago I spent Christmas in Bolivia.

My favourite Christmas song: Please Come Home for Christmas– Bon Jovi. It's not the best known song but in my opinion very underrated, so I feel the need to share it. I also enjoy Wham's Last Christmas, even after hearing it a few hundred thousand times over the years. Now I've got a little boy of 17 months, Silent Night sounds good to me too.

My favourite Christmas film: The Proposal. It's snowy and it's a rom-com. I introduced my family to this film and we watch it every year.

What I'm doing for Christmas this year: Showing my little boy the magic of Christmas.

What I'm asking for, for Christmas this year: I'd like a nice surprise.

Yule log or Christmas cake? – I wrote this questionnaire but I'd rather have trifle than either of these.

Real tree or artificial tree? – Always a real tree, although a very tiny one as there's currently no space in my home for the full sized version. I am a bit obsessed with new decorations. I'd have a whole new set each year if I had my way.



Jane Armstrong

My name is: I'm known as Jane but my name is actually Penelope Jane Armstrong (Lady P or P.J)

My job is: Mantle Receptionist

What you might not know about me:

My father was the Mayor of Wokingham between 2004-2005! On a worse note, when I was 5 I had an obsession with apples (not eating them, collecting them) and I used to steal them out of other children's school bags- I know, how bad is that?! I can't remember what I did with them and I have only just told my mother...

My favourite Christmas song: Driving home for Christmas- Chris Rea

My favourite Christmas film: Home Alone

What I'm doing for Christmas this year: At home with family, Bucks Fizz at 11 am, pub at 1, dinner at 4, lots of wine, snooze at 6.

What I'm asking for, for Christmas this year: Oka Seaweed Prints, Pandora earrings, Clarins extra firming lip and contour balm (I have been good, so I may qualify for all of these, ha ha).

Yule log or Christmas cake? -

Yule log

Real tree or artificial tree? - Real, but every year the tradition is that my husband picks it, and it's normally either bent or missing half its branches...so decorating it is always a challenge!



Penny Lynch

My name is: Penny Lynch

My job is: Receptionist

What you might not know about me:

I rowed for three years in the Goring & Streatley Regatta!

My Favourite Christmas song: Driving Home For Christmas: Chris Rea

My Favourite Christmas film: The Elf

What I'm doing for Christmas this year: Celebrating with friends, family and boyfriend

What I'm asking for, for Christmas

this year: Health, joy and happiness

Yule Log or Christmas Cake: Yule Log

Real tree or artificial tree: Real tree from Yattendon Estate



Alison Dent

My Name is: Alison Dent

My job is: I am an Accounts Assistant; raising invoices, credit notes, chasing debts and bank reconciliations for both companies and other general tasks.

What you might not know about me is: Christmas is my favourite time of year. I love spoiling my family especially my 3 children who are 18, 16 and 14.

My favourite Christmas Song: All I want for Christmas - Mariah Carey

My Favourite Christmas Film: My daughter and I love watching Christmas films. We have started already! These are: Blizzard, The Holiday Calendar (Netflix), Deck the Halls, Home Alone and many more.

What I'm doing for Christmas this

year: The whole family are celebrating together at my sister's house so there will be 16 of us plus a puppy. Manic is an understatement, but good fun!

What I'm asking for, for Christmas this year: We are picking up a Blue Staffie puppy on 15th December so that is my main present, although I have still done a cheeky list.

Yule Log or Christmas Cake? - Christmas Cake, I love the marzipan.

Real tree or artificial tree? - Artificial, so it lasts the whole month of December!

Melanie Rutter

My name is: Mel Rutter

My job is: Receptionist

What you might not know about me:

I am half German

My favourite Christmas song: All I want for Christmas- Mariah Carey

My favourite Christmas film:

Miracle on 34th Street

What I'm doing for Christmas this year: Hosting for the first time with 8 adults and 3 children

What I'm asking for, for Christmas this year: A child-free night next year sometime

Yule log or Christmas cake? - Yule Log

Real tree or artificial tree? - Real Tree





Eve Feeney

My name is: Eve Feeney

My job is: I do the Marketing for Mantle (I also do the Marketing and Events for MASS, we live upstairs at Innovation House). This means I help with the website, this newsletter, brochures and other marketing collateral, and attending expos- which are always fun!

What you might not know about me: I don't think many of you will know me at all, so I can go for something simple and just because I jump at any opportunity to talk about her...I have a white labradoodle called Milly; she's awesome.

My favourite Christmas song: I know it's super cliché but it has to be Fairytale Of New York – The Pogues. I sometimes even listen to that not at Christmas, that's the first time I've ever admitted that. However, I do get super excited when the Michael Buble album comes out too.

My favourite Christmas film: The Grinch hands down! He is my Christmas spirit animal. I have a wicked Grinch onesie I religiously wear every year, see pictures below (please note that is a cushion belly!!)

What I'm doing for Christmas this year: Same as every year; not change out of my pyjamas and do a shot every hour with my family (usually tequila), watch Christmas films, eat my weight in stuffing and have a nap around 3pm!

What I'm asking for, for Christmas this year: I have specifically asked for nothing this year. I will leave it in the hands of my Secret Santa.

Yule log or Christmas cake? – Christmas cake has fruit in which is soooooo not Christmas, so Yule Log for me.

Real tree or artificial tree? – I love real trees but unfortunately I have succumbed to an artificial one every year. We once even had a 'Christmas Tree' that was just wooden stars placed in the shape of a triangle (with a star on top) hung up on the wall.

Amy Ricketts

My name is: Amy Ricketts

My job is: You will mostly see me working on Reception, but I am also the Sales Executive for Mantle on Mondays and Fridays.

What you might not know about me: Although I tend to be rather quiet and reserved, I do have some very interesting hobbies! I am a semi-professional Hula Hooper (which is a type of expressive dance) and I am also a Holistic Massage Therapist in my spare time!

My favourite Christmas song: I've always loved Jackson Five, so my go-to Christmas song is their version of Santa Claus is Coming to Town. (You will also find me screaming the words to All I Want for Christmas after a few glasses of prosecco).

My favourite Christmas film: I do love Christmas films, but I don't really have a favourite one! I always watch the whole Harry Potter Saga every year in December leading up to Christmas day. All those films really get me in the Christmassy magical mood and make me feel joyous and childlike again!

What I'm doing for Christmas this year: I will spend Christmas Morning with my Brother, Dad, and family on his side in Abingdon. I will then spend the evening with my Mum and Stepdad. This is great because I get to have two roast dinners in one day!

What I'm asking for, for Christmas this year: I am going to Bali, Indonesia on the 28th December so I have asked for money to help towards my holiday.

Yule log or Christmas cake? – I love, love, love chocolate cake, so it would have to be a Yule log!

Real tree or artificial tree? – Although I really do love the smell of a real Christmas tree, I'm a bit of a clean freak so I much prefer an artificial tree!



BEST DRESSED OFFICE COMPETITION

At Mantle we love to celebrate Christmas. After all, it is the most wonderful time of the year!

We've had nearly a decade in Wokingham to build our own unique set of Christmas traditions. One of our favourites is the 'Best Dressed Office' Competition.

Some of our tenants need no encouraging, but in case you are feeling a little shy, there's a ginormous box of chocolates on offer to the most festive office this season in each building.

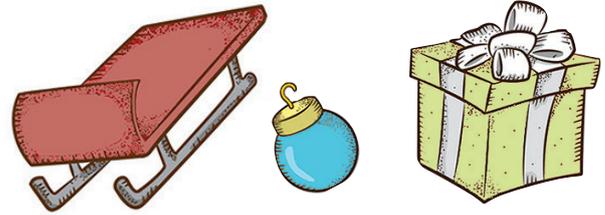
Be ready for judging by 21st December. Don't leave us disappointed!



WORD SEARCH

It's December! Kill some time in the office today with our utterly pointless (but quite fun) Christmas Word Search.

Here are all the festive words you need to get looking for:



- Bauble
- Bethlehem
- Chestnuts
- Christmas
- Donkey
- Father Christmas
- Mistletoe
- Mulled wine
- Myrrh
- Robin
- Rudolph
- Shepherd
- Sleigh
- Snowman
- Stocking
- Stuffing
- Tinsel
- Turkey
- Wisemen
- Yule log

A	J	K	O	B	K	R	D	F	V	B	E	J	R	O
Y	U	K	L	N	E	O	D	A	E	L	K	T	O	X
E	O	E	J	H	E	R	M	T	U	I	O	I	C	X
O	K	J	T	W	E	L	H	Y	F	Z	S	N	Y	X
T	S	A	S	H	I	E	B	N	D	W	Y	S	G	N
E	F	A	P	T	L	S	T	U	N	T	S	E	H	C
L	N	E	M	E	U	U	L	F	A	S	E	L	Y	Z
T	H	I	H	T	R	F	L	E	G	B	N	R	E	P
S	S	E	B	K	S	P	F	B	I	K	I	U	K	S
I	M	R	E	O	Q	I	C	I	Y	G	W	D	N	K
M	V	Y	A	G	R	L	R	V	N	V	H	O	O	I
S	T	O	C	K	I	N	G	H	U	G	W	L	D	F
N	E	M	E	S	I	W	K	T	C	M	M	P	R	Y
M	U	L	L	E	D	L	O	G	A	X	C	H	T	Y
H	R	R	Y	M	G	B	Y	N	K	Z	S	T	D	T

mantle^{ltd}

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We can do a lot more than just rent you an office. If your business needs a helping pair of hands, give us a shout.

Any job, big or small!

Email Us—Alina.Bolt@mantleltd.com

**Thanks for reading our Christmas Newsletter. We wish you all
a very Merry Christmas and a productive,
prosperous New Year.**

We look forward to sharing future Newsletters with you soon!