

8th October 2026

Dear Customer

We're writing to share some important and exciting news.

After 35 years of supporting our valued customers across Sussex and the South East, Wave Office has officially joined The Business Supplies Group Ltd (BSG) effective 1st October 2026.

This move allows us to continue offering you great service, now with even more choice of products and services, and enhanced support across all your business supply needs.

What this means for you:

- Our office furniture showroom and warehouse continue to operate from Crawley
- We now have a delivery network that covers the whole of the UK.
- Access to a wider range of products at competitive prices
- Expertise in specialist areas including print, branded gifts, workwear and managed print services
- In-house print and branded workwear production

Most importantly, it's business as usual with the same people you know and trust who will continue to support you, ensuring the same friendly, reliable service you're used to.

You'll start to see the BSG name and branding appear on communications and deliveries, but our values, team, and commitment to you remain unchanged.

What's Changing?

This will result in us trading under the 'BSG' name from **1st October 2026**, which means a **new company registration number, VAT number, and banking details**.

Important Payment Information

From **19th October 2026**, all invoices received from Wave Office / BSG should be paid to the following account:

Bank Name: Lloyds Bank

Bank Address: PO Box 1000, Andover, BX1 1LT

Payee Name: The Business Supplies Group Limited

Sort Code: 30-15-99

Account Number: 00362742

Remittance Email: salesledger@tbsg.co.uk

VAT Registration: GB 422 3484 18

Registered in England No: 13624537

Registered Company Name: The Business Supplies Group Limited

Registered Address: 107 Longmead Road, Emerald Park East, Emersons Green, Bristol, BS16 7FG

No change is required for any invoices dated prior to 16th October 2026 – these should be paid to the current usual bank account.

Please contact our finance team at Wave Office accounts@waveoffice.co.uk if you have any questions relating to payments or if you require any supporting documents.

The BSG finance team contact details are listed below for your reference.

Email: salesledger@tbsg.co.uk

Phone number: 0333 456 1509

If you have any other queries, please don't hesitate to get in touch or view our customer Q&A document [here](#).

Warm regards,

Mike McManus & Bob Pike

Wave Office (now part of the Business Supplies Group Ltd)