

Category	Examples
Accommodation & Conference Facilities	Hotels & catering, national / international, meeting or conference room hire, venue searches.
Advertising, Market Research & Creative Services	Media buying for fundraising & Brand, Digital advertising, Public Relations Press & magazine advertising for Events, recruitment and Trading.
	Insight and Research services incl. ad-hoc insight, research panels, qual & quant surveys for both internal and supporter profiles.
	Design and communications agencies for Brand, Design, Artwork, Copywriting, Photography, Film & Video, Music and soundtracks, Animation, Digital design, SMS texting, email creative and web-design.
Couriers, Postal & Freight Services	Ad hoc and regular surface mail, air mail, air, sea & road freight.
Events	Third party fundraising events e.g. Comedy Festival, Oxfam owned events e.g. Trailwalker, Oxfam, event support services (e.g. catering, toilets, massage), fundraising event innovation/new events
Face-to-Face	Agencies for the following services: Telemarketing, Street and Face-to-Face fundraising, private site fundraising,
Facilities Management	Cleaning, security & security systems maintenance, waste disposal, storage, tool hire, catering
Finance, Audit & Legal Services	Including accountancy, banking services including financial processing (cheque, credit / debit card etc), insurance & professional audit fees, employee financial benefits, legal fees
Fleet	Vehicle hire and related services
Fundraising Services	Agencies for the following services: data cleaning, mail handling and fulfilment, data cleaning, data provision
HR Services	Recruitment - permanent and temporary staff, consultancy services, specialist advisors, training & coaching, employee non-financial benefits, staff health, medical fees etc
IT Products	Desktop PCs, Printers, Laptops, Network, Telephony, Software licences, Maintenance, Services and Professional Services related to the provision of any of these.
Office & Shop Supplies	All supplies to offices and shops of office supplies such as stationery, etc.
Printing	
Promotional Goods	T-shirts, wristbands, goods required for events, etc.
Property / Utilities	Gas, electricity, water, etc.
Subscription & Membership Fees	
Translation	Document translation from one language to another
Travel & Lodgings	National, international, air, train or bus, hotels, motels, B&Bs
Works Contracts	Activities carried out on fixed property assets such as construction, refurbishment & maintenance.
Other Services	Any services not falling into other categories