



Colour your World...

# PNA PROSPECTUS



**Stationery | Art & Craft Materials | Educational Books | Gifts**



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## FRANCHISE OPPORTUNITY

Founded in 1992, the **PNA Group** is one of **South Africa's leading retailers**, having received numerous esteemed industry awards during the last two decades. PNA as a national retailer boasts a number of owner-managed franchises located throughout the country.

**PNA** strives to foster a distinctive brand, focussed on delivering a comprehensive range of **quality products** and **exceptional customer service**. This makes PNA South Africa's preferred retailer of **stationery, art & craft materials, books, educational books** and related products.

## Our Vision

South Africa's favourite dealer in **stationery, art & craft materials, books and educational books**.

## Our Mission

Efficient and effective sourcing and marketing of an extensive and market-appropriate range of **stationery, art & craft materials, books and educational books** at competitive prices.

### In order to achieve this, we commit to:

- Outstanding customer service
- The promotion of family values
- The cultivation of satisfied, willing and able employees
- Integrity in all our dealings

PNA is a proud member of:



 [facebook.com/pnacolouryourworld](https://facebook.com/pnacolouryourworld)

[www.pna.co.za](http://www.pna.co.za)

### The PNA Franchisor offers you the following:

- A strong and recognisable brand
- A brand that is synonymous with family values
- Effective central supplier negotiations
- Sound financial management advice
- Operational and in-store support
- In-store and outsourced training
- Annual PNA conference and trade show
- Internal franchisee merit awards system
- Regular franchisee meetings
- Regular product planning workshops
- Assistance with the initial set-up of the store
- Providing general day-to-day advice and support
- A clearly defined market within which PNA can grow
- FASA Membership (Franchise Industry Association)
- Shop-SA Membership (Stationery Industry Association)
- The benefit of national marketing campaigns
- A solid support network of competent and successful Franchisees

### The Franchisee shall:

- Be willing to provide exceptional customer service
- Be a hands-on operator
- Be a team player
- Protect the PNA brand at all times
- Go the extra mile for the PNA brand
- Be prepared to learn
- Be prepared to add value
- Be a pro-active operator
- Be non-discriminatory
- Understand the importance of national operating standards
- Accept the rules of the franchisor
- Be prepared to be involved in the local community
- Emulate sound family values



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## Landlord's specifications list for installation by and for landlord account

All installations as per layout supplied by PNA.

All work to be signed off by PNA Franchisor before commencement.

If not signed off by franchisor alterations will be for the landlord's account.

### 1. WALLS

- No skirting to sales or service areas
- No surface mounted conduits or piping to the sales or service areas
- No fire hoses on floor area
- Construct offices and store room partitions as required with one way security tinted windows as per layout
- See Paint heading for paint specification
- 1.5 m from the bulkheads downwards must be prepared for the wallpaper installation (smooth surface)
- All walls in office & store room area must be plastered and painted to the top according to paint heading for paint specification

### 2. PILLARS

- All to be completed with a smooth plastered and painted finish
- See Paint for paint specification

### 3. PAINT

- All walls, columns and partitioning to be painted with two coats of white PVA to a final finish
- Pillars to be painted with two coats of white PVA and colours as specified by PNA to a final finish
- Doors to be painted a colour as per PNA specification
- Bulkheads to be painted according to PNA specification
- All walls, columns and partitioning to be painted with one coat of wall and all paint

### 4. FLOORS

- Laid tiles according to PNA specifications. CTM West Coast Sand T19627 Pei 4 600x600 or Tile Africa Namib Dust Polished Porcelain T0026042 Pei 4 600x600 or similar but to be agreed to by the PNA Franchisor
- Tiles to be at least Pei 4 quality
- White Expansion joints as per requirements (hard joints)

### 5. PLUMBING

- 1200 mm Stainless steel sink basin for kitchen use with cupboard below
- Toilet and hand basin
- Push taps in kitchen and toilet (Local Product to be installed)
- Drainage point in floors
- Sink and hand wash basin to have 3 rows of white splash back tiles above
- All water consumption to be monitored by a metered supply

### 6. LIGHTING

- As per store layout and up to measure 1000 lux
- **Light fittings to be used:**
- - 15 Watt Recessed LED Down lights (Retail area)
- - 35 Watt LED Wall washers (Retail area)
- - 35 Watt Pendant complete (Retail area)
- - In the office, receiving area, kitchen and toilet together with normal ceilings use recessed (4 tubes 1200x600 mm) laminar lighting (28 Watt) on LBR recessed fittings with aluminium grid

### 7. CEILINGS

- Ceilings/Bulkheads as per Tenant Requirements and PNA Store Layout
- Painted by landlord according to PNA colour specification

### 8. ELECTRICAL

- 25 Dedicated and 25 normal plug points as per PNA store layout for sales, service and office area

*Bring words to life with*  
**STATIONERY**

*Paint your dreams with*  
**ART & CRAFT MATERIALS**



*Invest in knowledge with*  
**EDUCATIONAL BOOKS**

*Wrap up surprises with*  
**GIFTS**



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- 1 Additional normal and one dedicated point installed in office area as per required position, 2 m high
- **Plug point heights to be as follow:**
  - Sales area - flush with wall and positioned as per layout 400 mm from the floor
  - Service area – 800 mm from the floor and positioned as per layout
  - Office area – power skirting 200 mm from the floor
  - All power skirtings to be split unit into two sections to accommodate electrical and data cables
- All electrical usage to be controlled from a metered DB board
- DB to be installed on back wall in service area behind partitioning as indicated on layout
- 3 Signage shop front points to be connected to a switch located in store
- 3 External signage to be connected on a day night switch
- Electrical plug points normal and dedicated located as per layout to allow for power to the cash registers as per store layout. One ceiling plug point in front of store on outer of ceiling board

#### 9. SHOPFRONTS

- Shop fronts with sliding door to tenant requirements
- Shop front at least 14 m wide

#### 10. BACK DOOR

- The back door should be solid Meranti framed with a 1,6 mm steel plating with barrel bolts top and bottom
- Standard doors to office area
- Door from sales area to service area to be 180 degrees swivel door
- See Paint for painting colours
- Special lift installed from ground floor, if applicable

#### 11. OFFICE AND SERVICE AREA

- Landlord to erect dry walling to PNA requirements, with security windows (One way tinting)
- 400 mm raised floor installed by landlord if requested

#### 12. AIR CONDITIONING

- If no central ducted air conditioning system exists, landlord to provide sufficient units to maintain temperatures of 22, 5 C (maximum) and 20, 5 C (minimum) during the summer months
- Daiken Inverter
- Remote for aircon
- Supply and installation of the toilet extract system, including extract grille, ducting, fan and discharged louvre to the mentioned shop

#### 13. FIRE EXIT AND SPRINKLER SYSTEM

- To be supplied by landlord to meet local authority standard
- Landlord to supply plan to confirm layout of fire extinguishing equipment

#### 14. STORE SIZE

- 400-600 m<sup>2</sup>

#### 15. SIGNAGE

##### Provision to be made for:

- Three bulkhead signage positions to fit 800 mm x 1,2 m signs
- Three external signage positions to fit 2,6 m x 1,8 m signs

#### 16. SHOP FITTING PERIOD

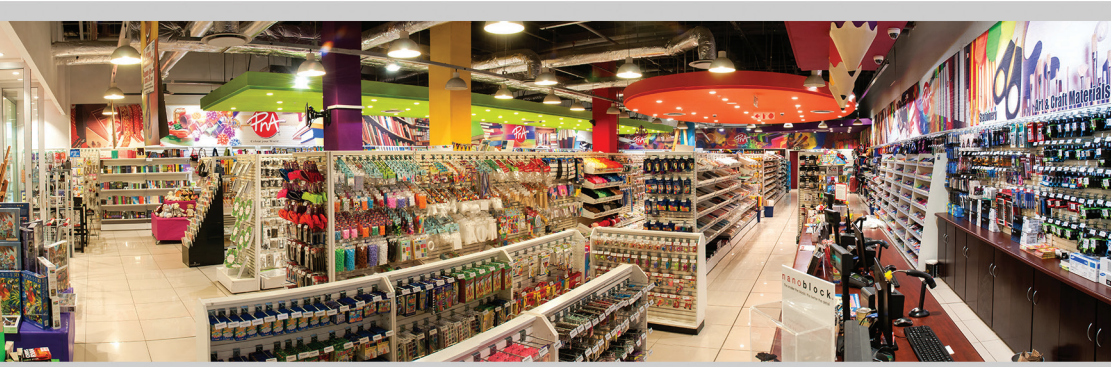
- Provision to be made for a 60 day rent free period to fit the shop, commencing on BO date

#### 17. GENERAL

- No rental deposit to be paid
- No surety
- No relocation will be accepted
- Lease period for 5 years and to have a renewal option for additional 5 years at mutually agreed upon rentals and escalations
- Back-up power supplies to be installed for landlord's account. To full installation
- The landlord undertakes not to allow any other specialist tenants in the centre to sell stationery, books and art materials during the period of this lease
- Please verify the specifications as it may change at any time without notice



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FRANCHISES AVAILABLE NATIONWIDE

Stationery | Art & Craft Materials | Educational Books | Gifts



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## Head Office contact details

### Franchisor Office

Tel (011) 672 4391

Fax (011) 672 3059

### Physical Address

526 Ontdekkers Road,  
Florida Hills  
1716

### Postal Address

P O Box 122  
Florida Hills  
1716

[www.pna.co.za](http://www.pna.co.za)

