



4 OUR PRODUCTS/SERVICES

We offer the following products:-

i) Printing Services:

Offset/Digital printing services of :

- * Office Stationery
- * Complimentary Slips
- * Staff/Job Identity Cards
- * Office labeled Envelopes
- * Annual Reports

ii) Graphic Design:

- * Receipt, Invoice & Delivery books
- * CD Covers/inlay designs
- * Bronchures
- * Wedding cards
- * Programmes e.g Eulogy
- * Business Cards
- * Letterheads
- * Banners



iii) Record Management

- a) Lamination
- b) Binding Services:
 - * Book Binding
 - * Velo Binding
 - * Wire Binding
 - * Tape Binding of :-
 - Journals
 - Magazines
 - News Papers
 - Files/Projects

iv) General Office Supplies:

Stationary and electronic supplies

v) Branding in:

- * Embroidery services
- * Screen printing
- * Heat transfer
- * Hot foiling
- * Banners
- * Roll up banners

5. BENEFITS OF OUR SERVICES

Mwisaf Limited offers a wide range of office support services that caters all office requirements and consultations.

We offer:

- Services that meet your every office requirements
- Services at competitive prices.
- Services that caters your core market and organizational needs.





6. OUR CLIENTELLE

1. MWALIMU NATIONAL CO-OPERATIVE SACCO
2. EQUITY BANK LIMITED
3. KENYA NATIONAL COMMISSION ON HUMAN RIGHTS (KNCHR)
4. CATHOLIC UNIVERSITY OF EAST AFRICA (CUEA)
5. SPERO AFRICA
6. KENYA TECHNICAL TRAINING COLLEGE (KTTC)
7. KENYA HIGH SCHOOL
8. KAREN TECHNICAL TRAINING INSTITUTE FOR THE DEAF (KTTID)
9. CAPITAL MARKETS AUTHORITY (CMA)
10. LAP TRUST
11. NATIONAL GENDER AND EQUALITY COMMISSION (NGEC)

2. BACKGROUND

Mwisaf Limited is established and run by a professional team geared towards excellence in the services we provide. We continuously work towards enhancing business capabilities by providing quality office support services.

3. CORPORATE IDENTITY

VISION

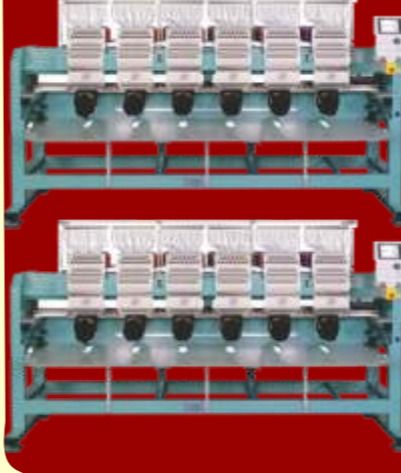
To be admired and respected as a leading office support service provider

MISSION

To elevate standards in office support through quality service delivery.

CORE VALUES AND COMMITMENTS

- *To operate with the highest level of integrity
- *To offer effective, efficient and timely services
- *To respond to the needs of our clients by providing services of the best standards



Printing Services
Embroidery
Graphic Design
Screen Printing
Printing of Banners
Hot Foiling
Heat transfer
Scanning/ Lamination
Binding Services
Supply of Stationeries
General Office Supplies
Exams



1. INTRODUCTION

Thank you for showing interest in Mwisaf Limited office support services, your preferred office support services provider.

Mwisaf Limited is a well established firm providing high quality services to our clientele. We aim to enhance value for our clients by adopting a delivery strategy which puts ourselves in our client's shoes. By working in partnership with our clients, we are able to understand their specific needs and deliver maximum value.

We are proud of ourselves in having both a management team and an operating system that is professional and which transcends to more value and quality to our clients.

Our offices are located at **Gatkim Complex** along Temple Road and **Simba Centre** along River Road in Nairobi. We deal in various goods and services oriented towards enhancing quality service delivery, efficiency and cost effectiveness for complete customer satisfaction.

Mwisaf Limited provides a wide range of office support services tailored to cater to the office needs of our clients.

General Printing
Printing Services
Embroidery
Graphic Design
Screen Printing
Printing of Banners
Hot Foiling
Heat transfer
Scanning/ Lamination
Binding Services
Supply of Stationeries
General Office Supplies
Exams

12. KENYA ETHICAL & LEGAL ISSUES NETWORK
ON HIV (K.E.L.I.N)
13. KENYA BROADCASTING CORPORATION (KBC)
14. C.F.B.T EDUCATION TRUST
15. MACHAKOS UNIVERSITY COLLEGE
16. NATIONAL DROUGHT MANAGEMENT
AUTHORITY (NDMA)

E.T.C

Mwisaf Limited
Gatkim Complex, 2nd Floor
Rm No 2B6, 2B7
Basement Rm No.1
Simba Centre Basement
Rm. No. 6

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Designed & Printed By Mwisaf Limited

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Mwisaf Limited.

Company Profile

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*Your preferred Printing /Binding/ Embroidery/Foiling/Screen printing/
Heat Transfer/Banners/Roll ups & office support services partner*