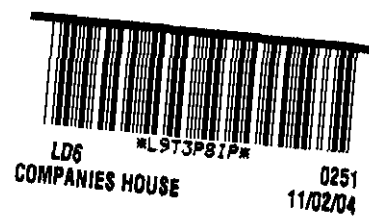


Total Office Products (Coventry) Limited

Reg No. 2118404

Report and accounts

Year ended 30 September 2003



Contents

	Page
Directors' report	3
Statement of Directors' responsibilities	4
Balance sheet	5
Notes to the accounts	6

Directors' report

The Directors submit their report and accounts for the year ended 30 September 2003.

Principal activities

The Company did not trade during the period, received no income and incurred no expenditure. Accordingly, a profit and loss account has not been prepared.

Directors

The following served as Directors during the year :

D Mills
C R Prastka

None of the Directors held any beneficial interests in the share capital of the Company, or of the UK parent company, IKON Office Solutions Group PLC during the year.

Auditors

As the Company satisfies the provisions of section 250 of the Companies Act 1985, relating to dormant companies, it is not proposed to re-appoint auditors at the Annual General Meeting.

By order of the Board



CHRIS PRASTKA
DIRECTOR

Date 31 October 2003

Statement of Directors' responsibilities

Company law requires the Directors to prepare accounts for each financial period which give a true and fair view of the state of the affairs of the Company and of the profit or loss of the Company for that period. In preparing those accounts, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Directors confirm that the accounts comply with the above requirements.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Balance sheet
at 30 September 2003

	30 September 2003 £	30 September 2002 £
Amounts owed to parent and fellow subsidiary undertakings	(74,275)	(74,275)
Net assets	<u>(74,275)</u>	<u>(74,275)</u>
Capital and Reserves		
<i>Authorised, called up and fully paid share capital</i>		
100 Ordinary shares of £1 each	100	100
Profit and loss account	<u>(74,375)</u>	<u>(74,375)</u>
Shareholders' funds - equity interests	<u>(74,275)</u>	<u>(74,275)</u>

There has been no movement in the share capital during the period.

a) For the year ended 30 September 2003 the company was entitled to exemption under section 249AA(1) of the Companies Act 1985.

b) Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985.

c) The directors acknowledge their responsibility for:

- i. ensuring the company keeps accounting records which comply with section 221, and
- ii. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board of Directors on 31 October 2003 and signed on its behalf by:



Chris Prastka
Director

Notes to the accounts

1 *Accounting policies*

Basis of preparation

The accounts have been prepared in accordance with applicable accounting standards under the historical cost convention.

Related party transactions

The Company has taken advantage of the exemption in FRS 8 not to disclose related party transactions between group undertakings, as over 90% of the voting rights of the company are controlled within the group and the subsidiary is consolidated into group accounts which are publicly available.

2 *Ultimate parent company*

The Company's ultimate parent undertaking is IKON Office Solutions Inc, a company incorporated in the USA. The parent undertakings in the smallest and largest groups of which the Company is a member and for which group accounts are prepared are IKON Office Solutions Group PLC (a company registered in England and Wales) and IKON Office Solutions Inc, a company registered in the USA. Copies of the group accounts of IKON Office Solutions Inc are available from this Company's registered office, 30 Cowcross Street, London EC1M 6DQ.