

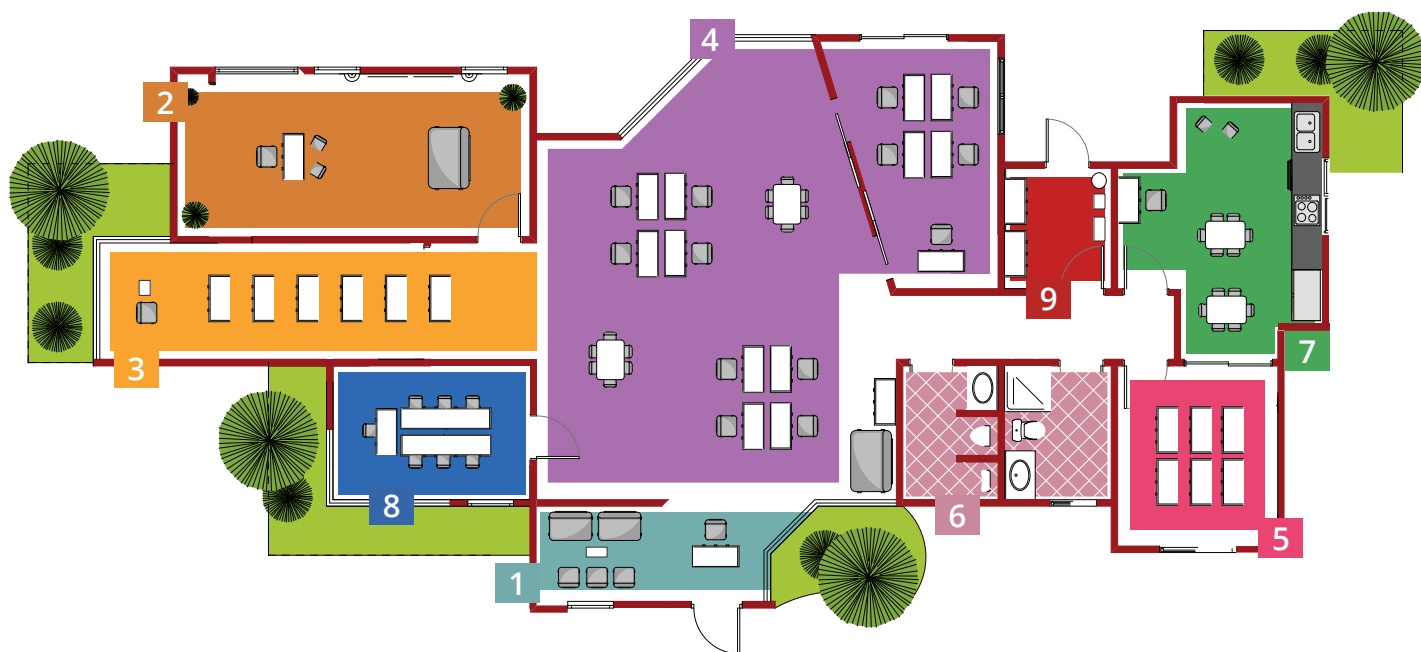
Supply Solutions for the Public Sector

Achieve Greater Efficiency with a Comprehensive Supply Program

Office Products | Furniture | Facility | Breakroom | Printing | Promotional Items | Technology



Our supply program provides a complete solution tailored for your entire institution. We go beyond pen and paper; Office Solutions provides comprehensive offerings to enable your staff to be well equipped with the resources they need for every workspace on a daily basis:



- 1 Lobby and Reception Area:** Welcome constituents and employees with a reception desk and seating. Provide convenient charging stations, coffee, water, signage and custom literature. Badge and ID systems can add a higher level of security for all.
- 2 Managers' Offices:** Private and collaborative offices require solid seating and deskings. Provide a healthy workplace with ergonomic desk accessories and sit-stand solutions. Plants can add status while pads, pens and printers support daily activities.
- 3 Document Room:** Government records and legal forms can be stored with locking filing systems and Bankers boxes. Ensure security with micro shredders and redaction tape.
- 4 Public Hall:** Outfit staff and service the public with printed forms, handouts and signage. Sit-stand workstations support work health. Printers, digital display boards and TVs help to keep information flowing. Acknowledge achievements with a trophy cabinet.
- 5 Facility and Storage:** Store necessities and high-use supplies like paper towels, toilet paper, cleaning chemicals, vacuums, power cords, tools and first aid restocking supplies. Storage cabinets and shelves will make access easy.
- 6 Restrooms:** Equip your janitorial staff with proper supplies to keep your restrooms sanitary at all times. Stock mops, brooms, buckets, paper towels, tissue and hands-free soap dispensers.
- 7 Breakroom:** Make break time better with durable cafeteria tables, seating, a refrigerator, coffee and water systems. Ensure a clean, safe area with trash receptacles, eco-friendly cleaning solutions and recyclable plates and utensils.
- 8 Conference Room:** Empower presenters to communicate effectively with a podium, projector, screens and monitors. Seat them comfortably with conference chairs and tables.
- 9 Copy & Mailroom:** Keep organized with mail storage, racks, organizers, trays, custom stamps, tables, copiers and paper.

Office Solutions

Problem solved.

P. 800.859.0128 | F. 714.692.7409 | OfficeSolutions.com



Program Benefits

Achieve a Complete Solution for Greater Efficiency

Office Solutions is focused on helping public sector entities thrive by creating stimulating work environments for both management and staff. The public sector program is specifically designed for government sectors that align with your goals based on budget and procurement guidelines. We consult with you to implement a custom program that reduces costs and improves processes, that include:

- » **Competitive, Contract Pricing:** Leverage contract pricing to achieve and project budgeting requirements on a consistent basis
- » **Ease of Online Ordering:** Multiple end-users can access our online ordering system to ensure flexibility and convenience
- » **Exceptional, Local Service Levels:** Receive your supplies via next-day delivery, supported by seasoned customer service representatives available to quickly answer your questions
- » **eProcurement:** Easily connect your end-users to access our online storefront, giving them access to the supplies they need on a daily basis
- » **Employee Purchase Programs:** Employees can also enjoy special, negotiated pricing for all of their personal purchases. From Keurig K-Cups to Clorox Disinfectant Wipes, employees can access our website to purchase supplies for both the workplace and home



Office Solutions

Problem solved.

P. 800.859.0128 | F. 714.692.7409 | OfficeSolutions.com