

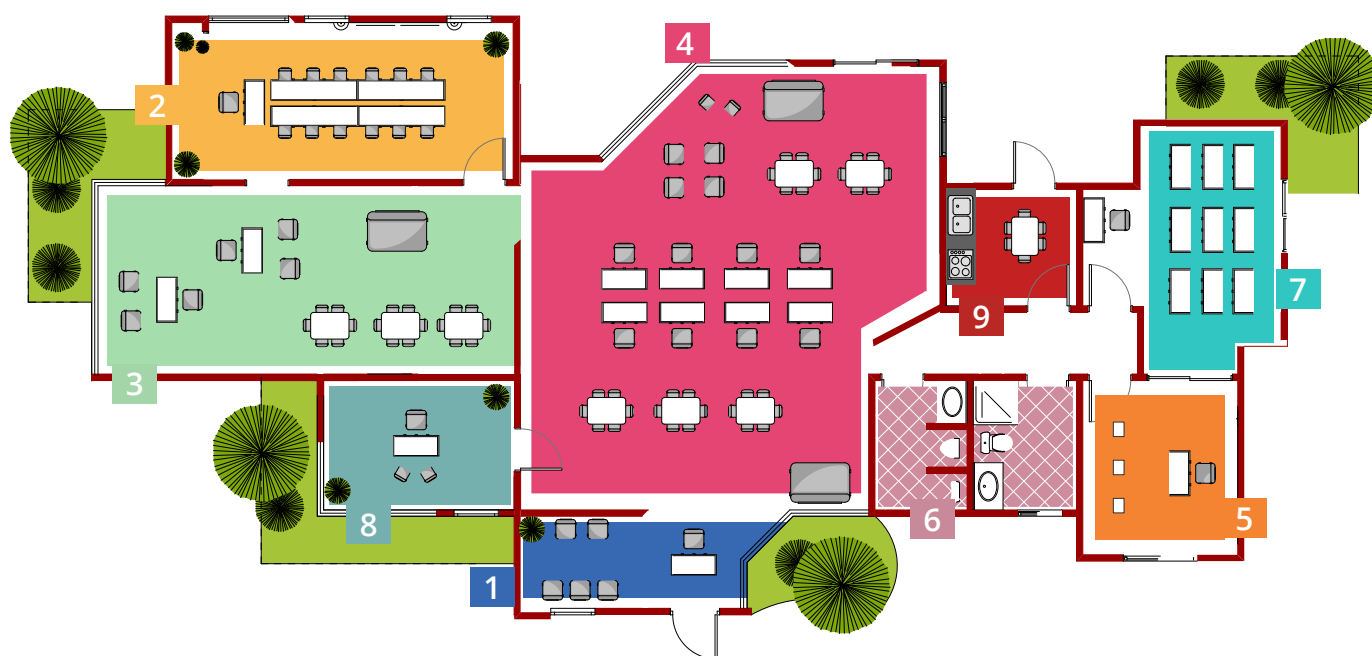
# Supply Solutions for Legal Firms

## Enhance Your Practice with a Comprehensive Supply Program

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



Our supply program for legal firms provide a complete solution tailored for your entire team. We go beyond just pencils and paper; Office Solutions provides comprehensive offerings to enable your team to be well equipped with the resources they need for every space on a daily basis:



- 1 Lobby:** Empower your reception team with ID badges, office supplies, technology and coffee. Provide a comfortable space for visitors with upscale seating solutions. Custom printed forms can also save time for your reception team.
- 2 Conference Room:** Enable your team to take your practice to the next level by providing collaborative furniture to promote group discussions and enhanced interactions.
- 3 Resource Room:** Employ your team with equipment such as file carts, printers or paper for your team to conduct legal research and prepare for cases.
- 4 Work Area:** Outfit the office with ergonomic workstations for a healthy workplace. Supply the workforce with office supplies, printers, business cards, redaction tape and wastebaskets.
- 5 File Disposal Room:** Minimize the risk of sensitive information falling into the wrong hands by securely disposing of files with shredders and recycling bins.
- 6 Restrooms:** Equip your janitorial staff with durable supplies to keep your restrooms sanitary at all times with mops, brooms, buckets, towels, tissues and hands-free soap dispensers.
- 7 Storage:** Manage important documents using file cabinets and lockers. Organize documents with boxes, file cases and bookshelves.
- 8 Private Office:** Create a private office with comfortable and inviting furniture to meet with clients. Outfit the office with shredders, business cards and writing pens.
- 9 Breakroom:** Create a healthy environment with comfortable furniture for your team to recharge. Provide snacks and refreshments to boost productivity when they return to work.



Problem solved.

P. 800.859.0128 | F. 714.692.7409 | [OfficeSolutions.com](http://OfficeSolutions.com)



## Program Benefits



### Practice with Confidence with a Complete Solution

Office Solutions is focused on helping legal firms focus on providing expert counsel to your clients. The Comprehensive Supply Program is specifically designed for you to 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



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