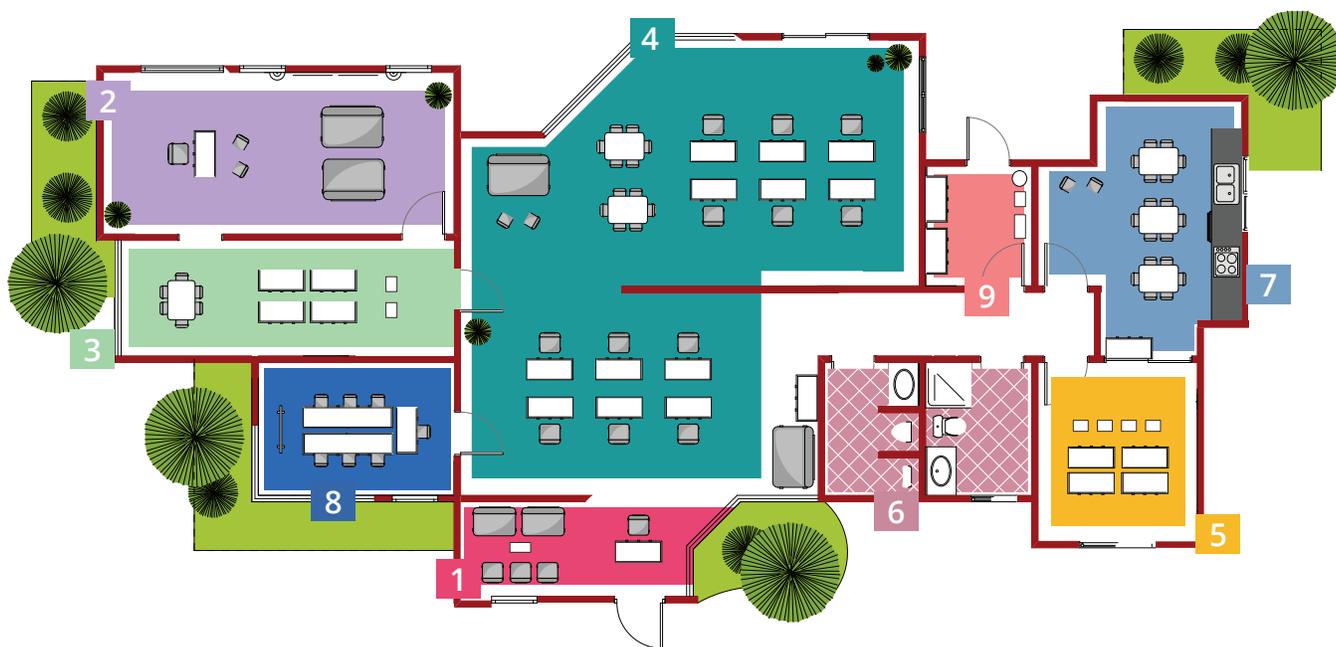


Supply Solutions for Commercial Business

Achieve Your Business Objectives with a Comprehensive Supply Program

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

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



- 1 Lobby and Reception Area:** Welcome clients, guests and employees with a reception desk and seating. Provide charging stations, coffee, water, hand sanitizer stands, 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 proper seating and deskings. Provide a healthy workplace with ergonomic accessories and sit-stand solutions. Plants and accessories can add status. Office supplies and printers are a must.
- 3 Accounting:** Keep financial records and daily invoicing organized. File cabinets, adding machines, printers, storage boxes and custom stamps help to keep the team well supported.
- 4 Sales and Marketing Teams:** Outfit your teams with printed marketing materials, business cards, sit-stand workstations, printers and other office supplies. Display whiteboards, markers and other collaboration tools. Acknowledge excellence with a trophy cabinet and plaques.
- 5 Facility and Storage:** Be prepared and stock your facility. Store paper towels, toilet paper, cleaning chemicals, vacuums, power cords, tools and first aid restocking supplies. Storage boxes and shelves will help organize and provide better access.
- 6 Restrooms:** Equip janitorial staff with proper supplies to keep your restrooms sanitary at all times. Stock mops, brooms and buckets, paper towels, tissue and hands-free soap dispensers.
- 7 Breakroom:** Durable cafeteria tables and seating, a refrigerator, coffee & water systems are essential. Ensure a clean, safe eating environment with sturdy trash receptacles and eco-friendly cleaning solutions, recyclable plates and utensils.
- 8 Conference Room:** Make a statement with better presentation solutions such as; projectors, screens and monitors. Seat them comfortably in conference chairs and nesting tables for flexibility.
- 9 Copy & Mailroom:** Keep organized and be prepared with mail storage, racks, organizers, trays, bins, custom stamps, tables, copiers, paper and envelopes for a high-use room.

Office Solutions

Problem solved.

P. 800.859.0128 | F. 714.692.7409 | OfficeSolutions.com



Program Benefits



Invest in a Complete Solution for a Prosperous Year

Office Solutions is focused on helping businesses thrive by creating stimulating work environments for both management and staff. The Commercial program is specifically designed to align with your goals based on budget and procurement needs. 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

