

Office Supplies

Products Offered - Types, Uses & Important Services:	Business/Acc'ting/Legal Forms Typing & Filing Supplies Computers & Supplies - Disks, Mailers, Fanfold Paper, etc. Software - Word Proc., Data Base, Accounting, Legal, etc. Stationery/Envelopes/Binders Business Cards & Letterheads Writing Instruments & Pads Rubber Stamps/Labels/Post-Its Paper - Copier/Fax/Laser/Inkjet Copier Supplies - Toner, Paper, Transparencies, Drums, etc. Office Electronics Wireless Phones Shipping Center Breakroom/Janitorial Supplies Promotional Products	School/Educational Supplies Bookkeeping Supplies Drafting/Art Supplies Cash Register Supplies Diaries/Expense Books Printing Supplies/Indexes Snap-Out/Continuous Forms Business Machines – Copiers, Printers, Calculators, etc. Office Furniture (List) Copying/Printing Services Plotter Pens/Supplies Desk Accessories/Custom Forms Laminating Service High-Speed Copier Service Commercial Accounts Legal Exhibit Index Labels Cartridge Refilling	Print Wheels/Elements Fine Pens & Pencils Rentals - Furniture, Machines, etc. Graphic Arts Supplies/Signs (Custom) Ribbons & Lift Tapes - Most Typewriters & Printers Audio & Video Equipment Ink Jet & Laser Cartridges & Toners Security Boxes/Safes File Cabinets - Fireproof UPS/FedEx Shipping Fax Services/Fax Supplies Full Color Copies / Digital Laser Color Volume Contract Pricing (Commercial) Home Office Supplies Legal Indexes / Legal Index Tabs Hard-To-Find Cartridges	
Key Brand Names:	Avery BasicNet Burroughs Canon Crane	Cross Hallmark Hewlett-Packard IBM Okidata	Panasonic Rolodex Sharp Sony Spectrum	Sperry 3M Wang Wilson-Jones ETC.
Confidence Factors:	Years in Business Specialization Recycled Products Quality Products Leading Brands Listed “Super Store Prices Downtown”	Local Chamber of Commerce Corporate Accounts Crane's Fine Paper Large Inventory (Size Indicated) Product/Service Guarantees	“No Hassle Returns” / BBB Knowledgeable Staff Low/Quantity Prices “Paper Clips to a Complete Office” Low Price Guarantee	
Convenience Factors:	Days/Hours Open/7 Days Location Data "1-Hour Delivery" Credit Cards Shop/Order 24/7 On-Line	Website/E-Mail Address Phone Orders/Free Catalog Repairs on Machines Weekend/Evening Hours (Delivery) Areas Served	MULTI LOCATIONS EMPHASIZED FAST/FREE DELIVERY EMPHASIZED Delivery/Set-Up for Furniture & Equipment Invitation/Inducements to Visit Website Toll Free/Fax Number/Account Mgr Number	
Special Services or Extras:	Advertising Specialties Executive Gifts/Party Supplies Film Reproduction Business Records Storage Used Office Machines/Furn.	Binders Imprinted/Engraving Greeting Cards/Calendars Employee Incentives Wedding Invitations Commercial Discounts	Postage Scales/Real Estate Forms Blueprint Copies/Maps & Globes Brief Cases/Luggage/Photographic Supplies Unusual Cards & Gifts / Legal Indexes Space Planning & Design / Notary Service	
Typical Related Headings:	Office Furniture & Equipment Copying Service	Stationers Computer Dealers	Printers	