

officebasics

workplace solutions delivered

OFFICEBASICS.COM

PROCUREMENT

100,000 sq. ft. Distribution Center

- We process over 1,400 orders a day with a 99.9% fill rate
- 12,000 Products in stock at factory direct prices
- Dedicated, knowledgeable and experienced warehouse staff



Billing & Reporting

- Greater visibility & control over billing & reporting.
- Every order is invoiced
- Monthly summaries, usage reports, department billing & reviews
- Manage your product spend with ease!



Website Capabilities

- Approval Workflows
- Integrated Purchasing Systems
- Purchasing Analytics
- Customized Product Lists
- Budget Controls
- Search refinement
- Side by side comparisons
- Video demonstrations
- SDS sheets
- Expanded product detail
- Warranty information
- Alternative product choices
- Create web users controls & accountability
- Online reporting





DELIVERY

States in the Mid-Atlantic region trust Office Basics to exceed the mark, and we give the maximum effort because we love our local communities.

Does your business have satellite offices in other locations around the country? Office Basics has strategically placed warehouses across the nation, so we can be your one solution, no matter where you are!

Whatever your order, we'll get it delivered to you on time and on budget. Promise.



- No Minimum Order Required
- Free Next Day Delivery with orders received by 5pm on all standard items
 - Deliveries made by uniformed Office Basics drivers
 - 50 company owned fleet trucks

3 LOCATIONS TO SERVE YOU

CORPORATE OFFICE

22 CREEK CIRCLE
BOOTHWYN, PA 19061
(610) 471-1000

LANCASTER OFFICE

499 RUNNING PUMP ROAD
LANCASTER, PA 17601
(717) 394-2672

NEW JERSEY OFFICE

201 COMMERCE DRIVE
MOORESTOWN, NJ 08057
(856) 797-5700

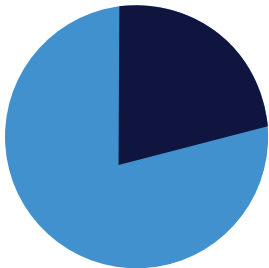
OFFICE BASIC



SOLUTIONS

Office Supplies

Computers & Technology might be the way of the future, but they are still not the end-all-be-all for the modern office.



79% of CPO's (Chief Procurement Officers) indicated that procurement saving is their top priority.



200+ Employees
\$234-\$384/year



40+ Employees
\$540-\$636/year



1-4 Employees
\$922-\$1,106/year

Time Is Money.

Searching for supplies from more than one vendor can rack up your soft costs. Using one procurement partner can **save an office of 200 employees \$2,000 -- \$16,000 per year!**

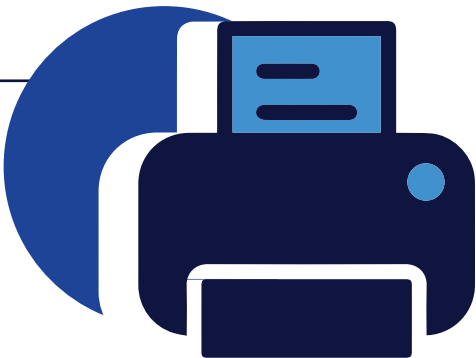
The Cost of Office Supplies **PER EMPLOYEE**

source: <https://smallbusiness.chron.com/average-cost-per-month-office-supplies-12771.html>

Print Solutions

We can meet any requirements a business needs when it comes to printing.

Our strategic programs can help reduce a company's printing costs by up to 50%. Our Print Solutions Specialists will work with you to understand your office's printing needs, volume and current spend. We will guarantee pricing on service contracts for up to 5 years.



The average office worker prints
10,000 pages per year,
at an average cost of \$725.



office basics

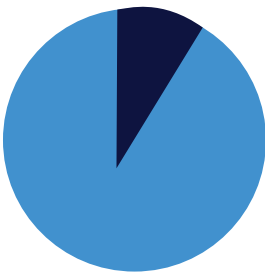
workplace solutions delivered

SOLUTIONS

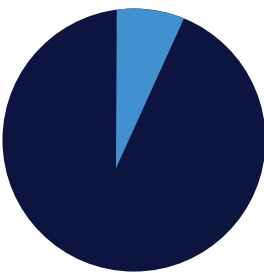
Furniture

Trust us, it's not just a chair. Or a desk. Or a cubicle.

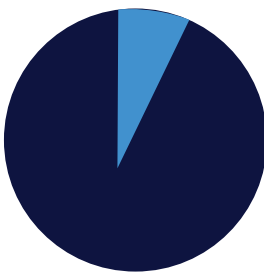
Having the right furniture in your workspace is essential. What fills your office space is almost just as important as the business conducted in it. We will work with you to provide quality, ergonomic furniture that achieves an aesthetic of modern success.



87% of office workers are unhappy.



An unhappy office worker's productivity decreases by 10%.



A happy office worker is 12% more productive.

Workers spend

4⌚+ Hours
in the office a week

A well-planned office

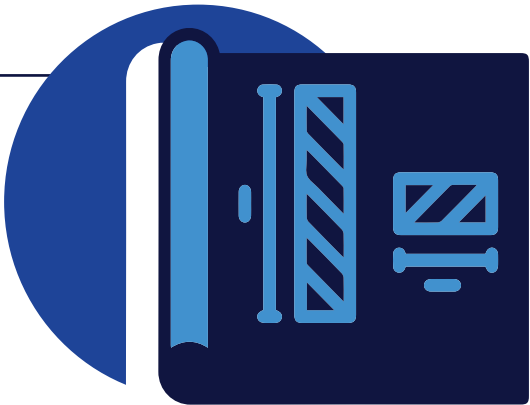
with the right furniture
boosts employee happiness & productivity!

source: <https://www.opi.net/news/region/001-north-america/well-designed-offices-improve-productivity/>

Space Planning & Design

We will help you design an office that maximizes employee happiness.

Modern work is sleek, mobile and exciting—your office should be, too. We can help you visualize how your office will look by using computer aided design, 3D drawings and renderings. Your exclusive Project Management and Installation team ensures you stay on time and on budget.





SOLUTIONS

Janitorial & Facility Products

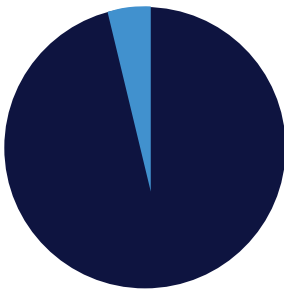
Cleanliness speaks volumes.

It not only sends the right impression, but it also plays a crucial role in health and safety. Keeping your office and facility clean is paramount. Let us help by offering Free Next Day Delivery and conducting an on-site facility assessment.



Your office desk is... 100x dirtier than a kitchen table
400x dirtier than a toilet seat.

One office keyboard can have **7,500 bacteria** on it.



ONLY 3% of offices sufficiently clean their equipment.

source: <https://deskttime.com/blog/how-dirty-is-your-office-desk-infographic/>
<https://facilityexecutive.com/2018/05/can-clean-office-boost-productivity/>

Safety Supplies

Your Staff's Safety is Always Our Priority.

Accidents happen. Eventually, one will happen in your office. That's not pessimism, just the reality of the workplace. Chances are slim to none that a tree will crash through a window, but an outlet could catch fire or someone could slip on water tracked in from outdoors. Be prepared for any mayhem life will throw into your office. Let us help you keep your staff, employees, and clients safe.



Office workers are **2-2.5x**

MORE LIKELY to suffer a disabling injury from a fall than non-office workers.

Slips & falls are the **most common workplace injury**.

source: <https://www.einstein.yu.edu/administration/environmental-health-safety/accident-injury-reduction-campagin/top-injuries.aspx>



Towels

Single
Source

Cleaning Solutions

Chemical

Floor Care



SOLUTIONS

Breakroom Essentials

Let your breakroom inspire happiness.

Good business owners know that a stocked breakroom is key to keeping employees charged throughout the workday, as well as setting a proper tone for visitors. From straws and cups to cutlery, coffee, and snacks, we have all the supplies to keep your staff on top of their game.



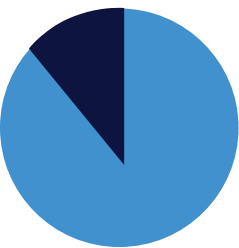
Benefits Of A Well-Stocked Breakroom

- ▶ Productive staff
- ▶ Happy employees
- ▶ Options for guests & visitors
- ▶ Helps keep your staff healthy
- ▶ Less leaving the office
- ▶ Employees have a place to bond & converse

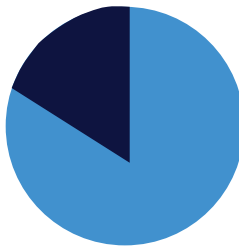
Promo Products

To make a memorable impression, you're going to need more than just a quality business card.

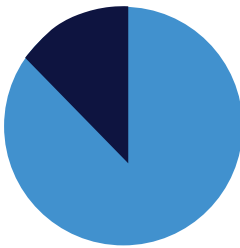
Having a physical (and useful) item with your company's name and logo on it extends the reach of your brand. We want to see our customer's brand grow, which is why we offer high quality promotional items & logo apparel that is unique, eye-catching and cost effective.



In half a year, **89%** of consumers will get a promo product.



79% research the brand the promo product came from.



83% are more likely to choose the brand that gave them the promo product over others.

Promo Products are the
#1 form
of advertising across all
age demographics!



— OUR TEAM —



Here at Office Basics, our staff has one simple motto: **BE BRILLIANT!**

We've set our bar to match that same elite work ethic with each order placed, ensuring that our dedicated team produces business solutions that match your novel needs.

Each individual on our team champions this value with the education, the integrity, and the drive to achieve the best results. As your solutions provider, members of our team make a point to understand your company's needs and personnel, making each encounter personal to us.

BE BRILLIANT!

===== BE AN =====
**EXCEPTIONAL
TEAM PLAYER**

*Innovate, Adapt, and
Take the Initiative*

BE POSITIVE, CARING

— AND COMMITTED —

RESPECT ALL,
WITH HONESTY AND INTEGRITY

..... BE A
WINNER

Strive for Excellence.
Our Success Depends on You!

===== **BE** =====
CUSTOMER FIRST
SERVE CUSTOMERS
ABOVE ALL ELSE



OFFICE BASICS

IS YOUR LEADING PROVIDER OF WORKPLACE SOLUTIONS.



OFFICEBASICS.COM | CALL TOLL FREE: 1.800.541.5855