



## Capabilities Statement

Action Office Supplies & Printing, a certified Minority-owned business, welcomes the opportunity to form a lasting business relationship with your organization. Below you will find an outline of the services & benefits we offer.

### Single Sourcing: Saves Your Company Time & Money



We ***know*** how to streamline the ordering process. In fact, it's our specialty.

Purchasing experts *conservatively estimate* that it costs companies between \$50 to \$150 per order in "soft costs" to acquire a product...whether it's a box of paper clips or an executive desk. Action Office Supplies Inc. can improve the cost effectiveness and efficiency of your procurement process.

### Product Selection: Value-Brand & Green Items Available



#### Value-Brand Products

Substitute brand name products for value-brand items and save you 30-40% in hard costs! We have thousands of items available to you that are of equal or better quality than name brands.



#### Go Green!

We care about the planet! By ordering office products made of green & recycled material, you can help do your part.

### Value-Added Services: That Extra Touch Goes a Long Way

- Complete Procurement Process Analysis & Cost Savings Ideas
- Quarterly Reviews
- Weekly Promotions at [www.actoff.com](http://www.actoff.com)



**Incentive Programs: Gain More From Every Dollar Spent**

**Preferred Customer Incentive Program:**  
Earn a % of your annual purchases back



**2% Early Pay Discount:** On Invoices Paid Within 10 Days

**Online Procurement System: Available At No Charge**



- Create multi-departmental approval levels
- Control your costs by allocating specific budgets
- Run reports and keep track of all your supply related costs
- Order efficiently & conveniently

**Custom Print & Web Solutions**

- Logo Creation/Branding
- Marketing Materials
- Website Creation
- Custom Stationary & Business Cards
- Personalized Apparel
- Promotional Products

**We buy right and work smart, so we pass savings on to you**

Our membership with several Purchasing consortiums enables us to buy at the same levels as the national chains – passing the savings on to you!

*Let us help you determine if Action Office Supplies & Printing is the right fit for your organization.*

**OFFICE SUPPLIES • OFFICE INTERIORS • PRINT SOLUTIONS**