



## We Offer A Total Work Place Solution

Office Supplies ~ Office Furniture ~ Breakroom Essentials ~ Janitorial Supplies  
Ink & Toner ~ Tech Supplies ~ Promotional Products ~ Printing



### Service Solution:

- ✓ **No Minimum Order - Complete and Accurate Orders - Free Next Day Delivery.**
- ✓ Lower Cost, High Quality Brands, Quick Efficient Return Policy.
- ✓ Price is negotiable. Contract pricing is guaranteed for one year.
- Live Customer Service from 8:00am to 5:00pm (Eastern Time)
- Order by 5:00pm Monday thru Friday, For Next Day Delivery
- Expect Positively Outrageous Service

### Customer Service

**We strive to provide P.O.S. (Positively Outrageous Service)**

Our Staff has over 135 years' experience in the Office Product Industry.

**Real people will answer your call on the first ring.**



### Order Options

**Web Site** [www.capitolofficesupply.com](http://www.capitolofficesupply.com)

**Phone** Orders accepted from 8am to 5pm Monday to Friday.

**Fax** Orders accepted 24/7

### Office Furniture

We provide Office Furniture solutions and services necessary to bring your furniture project in on time and within budget.



### Authorized Keurig Dealer

We offer a FULL Line of **Keurig Commercial Brewers** and over 120 flavors of K-Cups. Call us today to get a FREE Keurig machine for your office!

### Delivery

We provide [Free Next Day Delivery in Ohio](#) on all office supply orders. (Office Furniture excluded) [No minimum order and No backorders](#). Delivery times outside Ohio and to locations within the continental USA may vary per state. Special Orders such as office furniture, printing, rubber stamps, Ad Specialty items may have longer delivery times.



### PAYMENT

Capitol offers commercial net 30 accounts. ([Please request a Business Account application](#))

We accept the following credit cards. American Express, MasterCard & Visa

For Accounting and Credit inquiries contact Jory DeWitt at [jory@capitolofficeupply.com](mailto:jory@capitolofficeupply.com)

### Communication

Our approach is consultative and our staff is always receptive to your needs. Please call our office or email [service@capitolofficesupply.com](mailto:service@capitolofficesupply.com)