



Welcome to Local Service –  
Selection – Value  
[www.grahamofficesupply.com](http://www.grahamofficesupply.com)



Welcome to Graham Office Supply Inc., the only **FULL SERVICE** office supply and furniture dealer located in downtown Columbus, OH. We pride ourselves on **FINDING SOLUTIONS** to any office problem. We want to be your **SINGLE SOURCE** for office supplies, office furniture, breakroom and janitorial supplies.

As a **WOMAN OWNED AND OPERATED** business since 1952, rest assured that we understand what you want from a trusted and dedicated supplier. We offer products for commercial and home offices, and no order is too large or too small. Our customer service representatives will **WORK WITH YOU** to assess your office supply needs and specialize in **LOCATING HARD TO FIND** or unusual items.

As a **MEMBER OF INDEPENDENT STATIONERS**, the largest most progressive office products buying group in the world, our tremendous buying power allows us to pass savings on to you. Our 46+ warehouses across the country ensure you timely delivery.

Listed below is a brief summary of our policies and operation:

- Our offices are open Monday – Friday 8:30-4:30 p.m. Eastern.
- Orders may be placed by telephone, fax, e-mail, or on-line 24/7.
- Orders placed by 4:00 p.m. EST. will be delivered the next day. Orders placed before 11:00 a.m. for zip code 43215 may be delivered the same day.
- Packing slips will be sent with all deliveries and require the signature of the recipient. All orders also can be viewed on-line.
- Immediate notification of any discrepancy is requested within 2 business days from receipt of the order so that we can promptly correct any errors.
- You may choose to have your Invoice accompany the delivered merchandise, mailed or faxed to the billing address, or on-line 24/7.
- Our terms are net 30 days. We request payment be made from the invoice. A 1.5% finance charge will accrue on all past due invoices. Invoices over 90 days will be sent for collection with an additional \$150.00 plus collection fees.
- Statements will be faxed by the 5<sup>th</sup> of the month, or available on-line 24/7.
- We accept Visa, MasterCard, American Express, Discover, and most procure cards.
- Some merchandise may be returned for up to 20 days from delivery date provided it is in the original packaging. Return authorization is required and must be called into customer service prior to return. Some restrictions do apply. Please see our return policy online at [www.grahamofficesupply.com](http://www.grahamofficesupply.com) for details.

268 S 4<sup>th</sup> St - Columbus, OH 43215  
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