

**OfficeMax**<sup>®</sup>  
ENCOURAGING INDIA

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ENCOURAGING INDIA

*We care for Brands, top quality and reasonable cost*



CORPORATE PROPOSAL

[www.officemax.co.in](http://www.officemax.co.in)

## SUMMARY

- About us
- Core services
- Support
- Order modules
- MIS review
- Logistics partner
- Our values
- Maharashtra presence



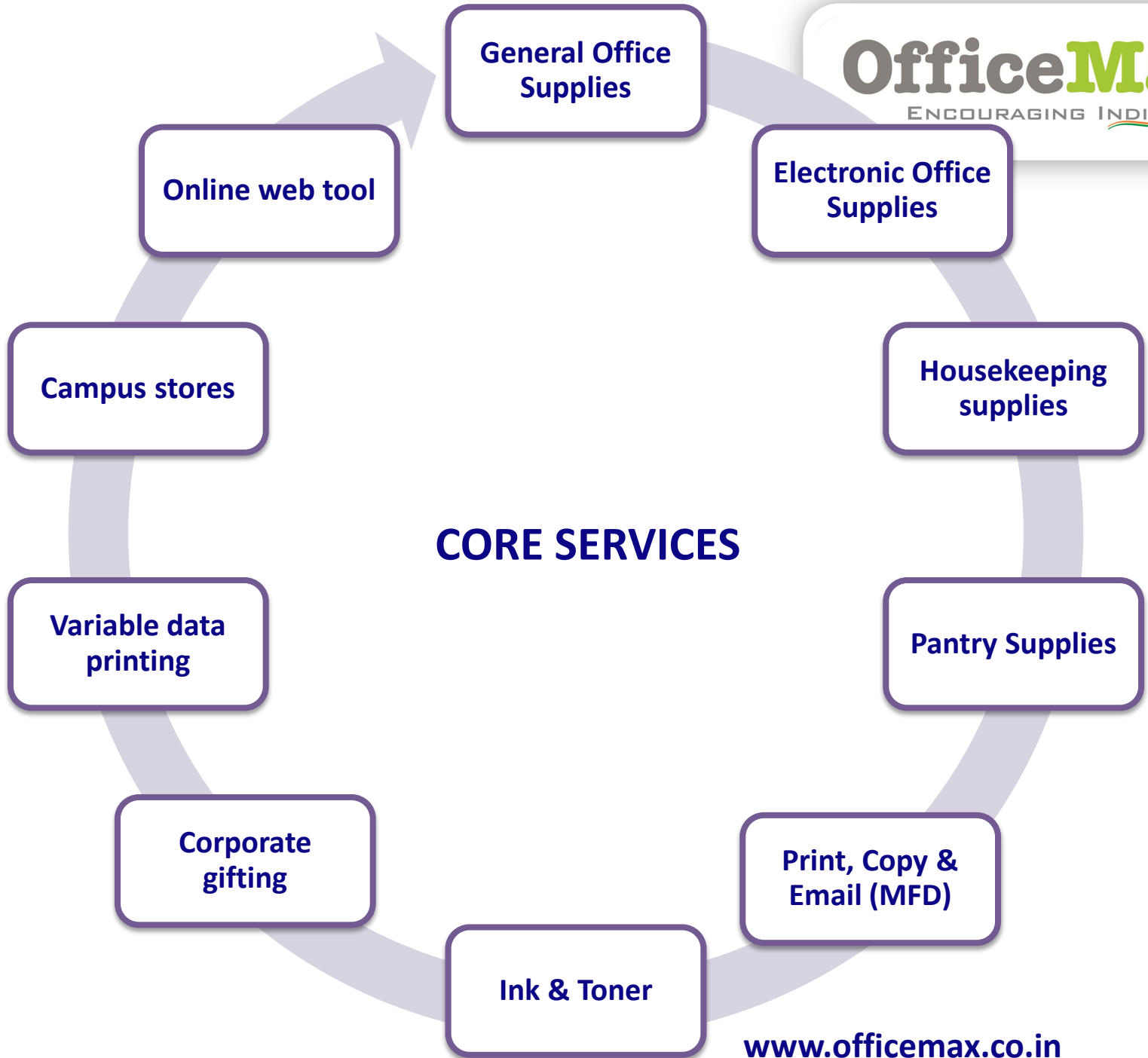
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**Office Max** is a experienced market supplier of office products and services. Sales are processed through multiple channels, consisting of office supply stores, a contract sales force, Internet sites, direct marketing catalogs and call centers, all supported by its network of cross docks, warehouses and delivery operations. The Company is organized into three business segments: Office Stationery, Printing and House Keeping

Today **Office Max** is one of the largest sellers of office products and an industry leader in every distribution channel, including stores, direct mail, contract delivery, and the Internet and business-to-business electronic commerce.

We started our journey in the year of 2020 with the name of **Office Max** . With esteemed hard work and dedication in the year 2005 with different entity , we incorporated in to Office Max The firm which started off with a small office but with dreams of succeeding in this competitive in India . The company ever since its inception has laid down its own values with the basic guiding principal of honesty, integrity and commitment which have metaphoric it into a PAN India company in the field of stationery , printing analog & digital procurement solutions.. Sales are processed through multiple channels, consisting of office supply stores, a contract sales force, internet sites, direct marketing catalogs and call centers, all supported by our network of cross docks, warehouses and delivery operations.

In the competitive outsourcing industry, it's difficult to know what differentiates one company from the next. With Office Max , you can be certain that we put our clients first—we take a unique approach to fostering client satisfaction.



# SUPPORT

<b>CUSTOMER MANAGEMENT</b>	DEDICATED ACCOUNT MANAGEMENT P2P MAPPING, INTEGRATION
<b>CATALOGUE</b>	VENDOR MANAGEMENT PRODUCT STANDARDISATION CUSTOMISED ORDER MANAGEMENT
<b>WEB SUPPORT</b>	E-PROCUREMENT LOGO STORES ONLINE ACCOUNT MANAGEMENT
<b>PROCESS SUPPORT</b>	PRODUCT STANDARDIZATION WEB MANAGEMENT



# CORPORATE GIFTING



## Delight your employees

Corporate Gifting is a tried and tested way to delight your employees. Reward them for performance, as a token of appreciation when you reach an organizational milestone or as incentive for contribution beyond their role. Our sourcing team works with brands like Samsung directly and negotiates with them to source these gifts for you at a great price. We also work with you in identifying the most relevant products for your employees.



## Branded Gifts

Brand your gifts with your logo and get a much higher visibility in the employee market. Every time your employee comes in contact with his peers from other organizations with your gift on him, recall for your brand increases. You can get your brand on the usual gifts like bags, water bottles, t-shirts and office stationary but also other innovative gifts like credit card shaped pen drives, home and office gadgets and more

## Environment Friendly Products

Give your employees beautifully crafted organic products. We source a variety of handicrafts from across the country which are both useful in nature and unique in appearance. We work with your team to select gifts that are in line with your corporate vision and reinforce your commitment to it. Each product can also be accompanied by a personalized message from your management on recycled paper.

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# IT Products

## WIRELESS HEADSETS PLANTRONICS

Need to connect to your computer and mobile phone? No problem. By staying connected to two devices at once, you'll never miss a call. Play music or answer your phone simply by putting on the headset, and pause your media player or mute a call by taking it off. A dedicated button gives you quick access to mute, while voice prompts alert you if you're on mute when you start talking.



## WIRELESS HEADSETS SENNHEISER

constantly monitoring your background environment for noise, Sennheiser's NoiseGard™ hybrid adaptive ANC technology seamlessly adjusts the level of noise reduction in your headset. This unique technology enables you to take control of your sound environment, so you can have a productive, disruption-free workspace

## Some of our customized products

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- APPARELS
- AUTOMOTIVE
- BAGS
- CALCULATORS
- CAPS & HATS
- CLOCKS & WATCHES
- DRINKWEAR
- ECO FRIENDLY PRODUCTS
- FLASH DRIVES
- FOLIOS & NOTEBOOKS
- KEYCHAINS / SIPPERS / OPENERS & BOTTLES
- GAMES & TOYS
- GLOW & LED
- HEALTH SAFETY
- KITCHEN & HOMEWEAR
- LANYARDS
- MOUSEPADS
- PENS
- PERSONAL CARE
- TOOLS & FLASHLIGHTS
- TRAVEL ITEMS

and many more.....



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# Variable Data Printing

- Envelops
- Business Cards
- Letter Heads
- Logo pens
- Logo Books
- Calendars
- Brochures
- Promotional standees
- Lanyards

and many more.....



Your Photo or Logo Here	<b>Company Name</b> Company Message	Full Name Job Title Email / Other
Address Line 1 Address Line 2 Web / Other		Phone / Other



## CROCKERY / CUTLERY & GLASSWARE



Crockery



Glassware



Cutlery

We support with wide range of Crockery & Cutlery items for Corporate / Hotels / Hospitalities and Government Institutions.

We meet the challenges in terms of quality & service.

## MFD (Multi Functional Devices)



A **photocopier** (also known as a **copier** or **copy machine**) is a machine that makes paper copies of documents and other visual images quickly and cheaply. Most current photocopiers use a technology called xerography, a dry process that uses electrostatic charges on a light sensitive photoreceptor to first attract and then transfer toner particles (a powder) onto paper in the form of an image. Heat, pressure or a combination of both is then used to fuse the toner onto the paper. (Copiers can also use other technologies such as ink jet, but xerography is standard for office copying.)

Xerographic office photocopying was introduced by Xerox in 1959,<sup>[1]</sup> and it gradually replaced copies made by VERITAS, Photostat, carbon paper, mimeograph machines, and other duplicating machines. The prevalence of its use is one of the factors that prevented the development of the paperless office heralded early in the digital revolution.

Photocopying is widely used in business, education, and government. There have been many predictions that photocopiers will eventually become obsolete as information workers continue to increase their digital document creation and distribution, and rely less on distributing actual pieces of paper.

## SNACKS & BEVERAGES



### Refreshments - Snacks & Beverages

With increasing demand for world-class coffees, break rooms and pantries, we offer clients a hassle-free and complete vending solution for any requirement they may have - from machines in an institution to coffee corners offering a full suite of food and beverages. And it doesn't end there! We take pride in providing the highest quality of service and ensure that the products we offer evolve with current trends and tastes.

Quality of Life in vending services means meeting the needs of the consumers by providing innovative solutions that will refresh, refuel and recharge them. It is this innovation, coupled with our experience and our emphasis on long-term relationships that has made our consumers happy.

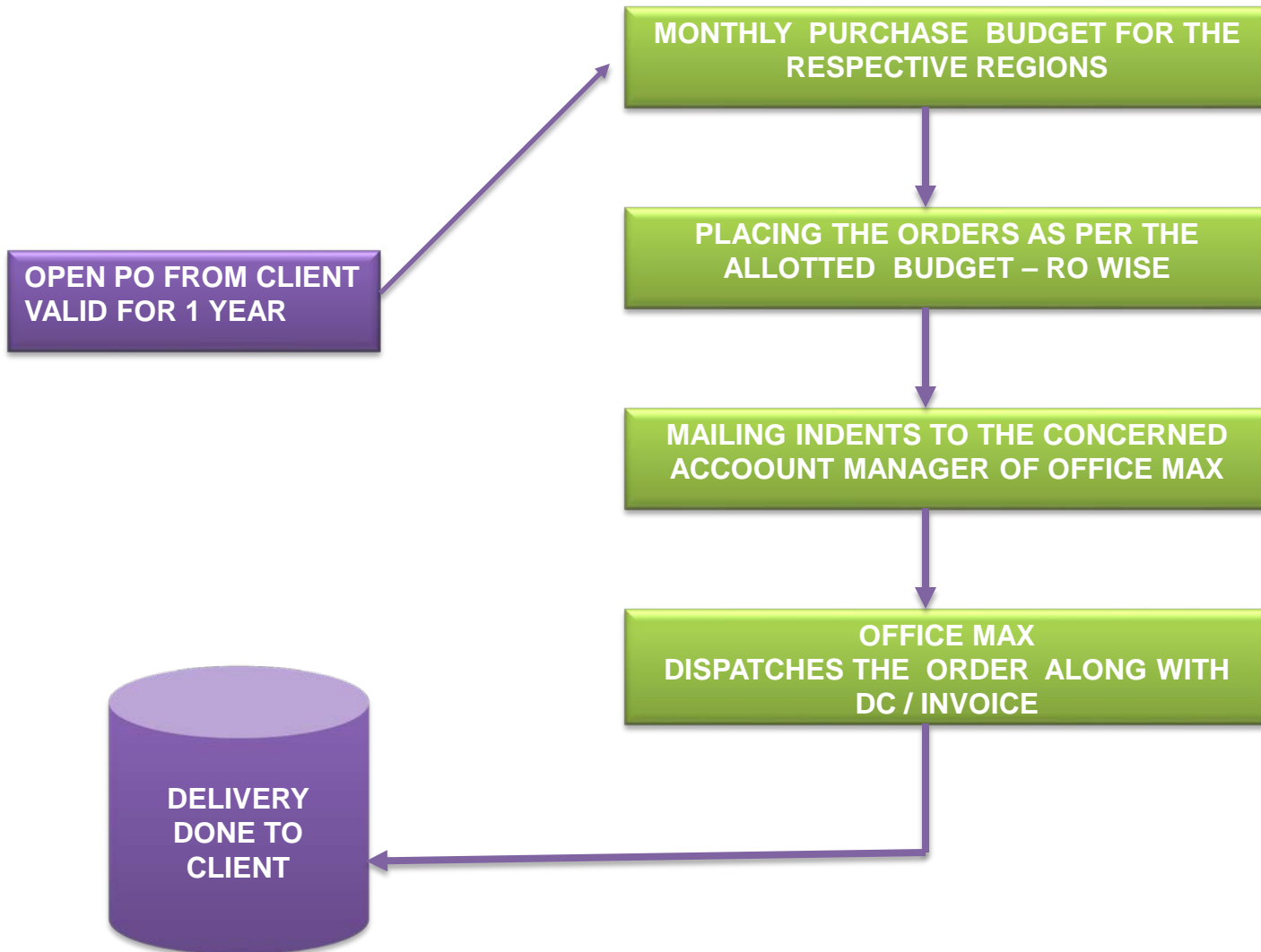
Office Max vending services prides itself on providing its customers with convenient snacks, beverages, and sundry products to answer the challenges of today's hectic and more personalized schedules, of the diverse tastes and needs of today's consumers.

Our vending services impact the quality of life of your employees by creating a transformed workspace where they can get a high-quality cup of coffee to start their day; a snack to fuel them; and pick up a few items to take home with them to save a trip after work, truly enhancing their at-work experience.



# OPEN PO / MANAUL ORDER PROCESS

For more information 



## Office max Order Process / Acceptance

An user can raise request to general stationery and other product requirement by p2p on our Office Max Centralized ID ([order@officemax.co.in](mailto:order@officemax.co.in)) with a copy marked to his/her reporting manager with PO format.



## Approved & Assigning

Immediate the Office max Centralized Authority person approved the email which received from Citi and Assigning to the all over Office Max India HUB Location.





# Delivery TAT

- REQUESTED DELIVERY OF THE PO WILL BE ARRANGED WITHINE 12WORKING HOURS . DELIVERY TAT FOR CATALOGUE ITEMS
- DELIVERY TAT - Same day at Mumbai Location and Other MH 3-4 Working Days
  - Non Hub locations 6 to 8 days catalog items & non catalog 10 to 12 days
- NON HUB ORDERS WILL BE MONITORING ON DAY TO DAY BASES TILL THE DELIVERY DONE. ONCE REQUESTED USER RECEIVES THE CONSINMENT HE / SHE NEED TO ACKNOWLEDGE OF RECEIVING TO OFFICE MAX THOROUGH EMAIL, THEN THE REQUEST WILL BE CLOSE IN OUR ONLINE TOOL.
- Minimum order Rs,1000/- INR



## Structure of catalog

Sl No	Category	OFFICE MAX Product code	Description	UOM	Rate	Image
1	Ball Pen	EH-0001	Reynolds pen 045 (Pack of 10)	Packet	54.00	
2	Highlighter	EH-0028	Camlin Highlighter set of 5	Packet	75.00	

**Pricing Model :** *Can be Negotiated for every Line item*