



# Sunflower Office Supply

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[sunflowerofficesupply.com](http://sunflowerofficesupply.com)

## Ordering Process:

When ordering through Sunflower Office Supply we have the following options available:

1. On our website, there is a tab titled "Online Catalog" and this will allow you to view items we have access to through our wholesale suppliers. Once you are on this site, you can then locate items that you wish to add to your quote. There is an ability for you to create an account, however if you require a purchase order with your order, you cannot check out online. We will work through this process with you!
2. We do have access to catalogs if you would like and we could provide your office with one that does correlate with the items on our site.
3. We also have a connection to Office Depot, and you can go to [officedepot.com](http://officedepot.com) and locate specific items that you are wishing to order. We ask that you fill in an order form or request of the products you need, and send it via fax or email to the above information.
4. Our order form is on our site or we can supply a copy to you to place your item numbers on and it can then be faxed, emailed, or given to any member from Sunflower Office Supply.
5. Once you submit your order, our office will provide you with a quote/invoice for the total products and once ordered we will keep you informed as to a delivery date.
6. Our office will deliver to the necessary delivery location as stated on the purchase order or request.

We appreciate your support and we look forward to providing you with all your office supply needs!