

**TOTAL
OFFICE**

The Office
Management
Experts

Your Partner for
Everything Workplace



Welcome to What Supplying Your Workplace Should Be

Resourceful. Flexible. Reliable. For more than 20 years, we've been the partner that delivers. You can count on us for the streamlined, convenient purchasing you need and the local, personalized service you want. We create customized solutions for the way you work - and the way the world works today. From tailored business tools to simplified ordering to our vast assortment, we're your single source for everything workplace.

**TOTAL
OFFICE** | The Office
Management
Experts

visit us at www.total-office.com



Business Built on Relationships

We believe in the power of people, in the difference it makes to partner with someone who knows you, your business, your goals. Our customers aren't anonymous accounts - this is personal for us. That's why you'll always find our friendly team of experts there when you need them and a dedicated account manager committed to supporting you and your business. Plus, by working with a local partner, you'll be supporting people in your community.

“Total Office staff are helpful and knowledgeable and their customer service is second to none.”

-High Plains Community Health

A blue-tinted photograph showing four people in a meeting around a table. They are looking at laptops and notebooks, suggesting a collaborative work environment. The image is used as a background for the text.

Bringing Spaces to Life

You see spaces to fill with furniture. We see work environments that facilitate collaboration, innovation, workflow, energy and connections. We help you visualize not only the layout, but also the potential impact on your organization's success. Whether you're remodeling or moving in, we build on your ideas to design and install furniture solutions that bring your space to life. And we manage the details from design to installation.

All You Need, All in One Place

We're your one-stop source for everything workplace - thousands of items, hundreds of manufacturers, top names and brands big on value.



Furniture

Furniture products, design services and expertise to make the perfect workspace possible.



Office Supplies

Binders, papers, folders, shredders, all the must-haves - we've got your list covered.



Printing & Technology

Essentials to power your business: imaging supplies, mice, monitors and more.



Cleaning & Safety

Supplies for a safer, healthier workplace, from cleaning tools and chemicals to PPE and first aid.



Breakroom & Foodservice

From disposables to food prep, snacks and beverages, all you need to serve up success.



Promotional Products

Pens, mugs, t-shirts, tote bags - everything you're looking for to bring your brand to life.

**TOTAL
OFFICE** | The Office
Management
Experts

visit us at www.total-office.com

All About Business

Working with businesses is all we do. That's why we provide all the office products, services and expertise you need to keep your office running - so you can successfully run the business. From exclusive prices and approval controls to easy invoicing and business reporting, we've got you covered.

Focused on You

Your business is unique – your solutions should be too. Work with us and partner with a dedicated account manager who will listen, get to know your business and create options that have meaningful impact. We're resourceful when working for you. Our goal is to get it right every time. Count on us to go above and beyond to get you the optimal solution for your needs.





Easy, Online Ordering

Streamline your office products purchasing on our easy-to-navigate site featuring robust search, convenient favorites lists, extensive product attributes and descriptions, multiple images and informative videos.

Next-Day Delivery

Get what you need where you need it – fast. With our unparalleled fulfillment capabilities and dependable drivers that know your delivery preferences, you can count on quick, accurate shipping and on-time deliveries.

**TOTAL
OFFICE** | The Office
Management
Experts

visit us at www.total-office.com

TOTAL OFFICE

The Office
Management
Experts

Total Office
931 South Tejon Street, Colorado Springs, CO 80903
Phone: 719.327.5885
Email: sales@total-office.com
www.total-office.com

DC534235

A photograph of a modern office interior, overlaid with a semi-transparent blue filter. The scene shows a man in a suit sitting in a blue chair, looking towards a woman who is standing and talking on a mobile phone. Another person is visible in the background. The office has large windows and a clean, minimalist design.

Resourceful. Flexible. Reliable.

Discover what supplying your
workplace should be - **contact us today**