



# DRIVEN BY PURPOSE. PROPELLED BY PASSION.

It can be difficult to find everything you're looking for in one place. We bring 6 different product categories to help you simplify how you purchase for your business. We love what we do because we're not just supplying products; we're passionate about helping you achieve your business goals.

**START THE CONVERSATION.**  
CALL US.



## one source

### savings

One sourcing means savings in cost and time across the board. Business Essentials is your one source.

### business essentials

With over 70,000 products, we have everything you need to support your office, your people, your facility, and your brand.

### Be confident.

Savings across the board.

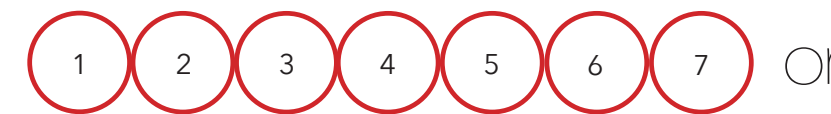
### Be done.

Everything you need all in one place.

### Be happy.

True customer care.

multiple sources



one source



# terms

### setting up your account

Setting up an account is simple and easy. Place your first order through our Customer Care Team by calling 763.595.5300. Based on your history and needs we will create a commercial account for your company.

Once your account is set up, we will send you your User Name and Password to our E-commerce site.

Credit cards are accepted with pre-authorization. Terms are net 30.

### delivery

Most items ordered by 5:00 p.m. CST will be delivered within 1 business day in our core delivery zones. Items able to be sent through UPS will be sent free of charge. Non-UPSable items will be charged actual freight costs.

### special orders

Can't find what you need in our catalog or online? No problem, just give us a call. We source our products from hundreds of vendors. If we can't get it for you, it probably doesn't exist.

### returns

All purchases are backed by our 30 day 100% satisfaction or your money back guarantee. We will replace defective or damaged merchandise that is returned to us in its original shipping cartons and packaging within 30 days.

Merchandise is returnable, providing that the merchandise has not been used and it is returned in sellable condition with clean, original packaging and contents intact.

Some items such as medications, health care products, and food items are non returnable.

You can go online or contact one of our customer care team members for prompt pick up and proper credit.

**be confident. be done. be happy.**