

**TODAY'S BUSINESS SOLUTIONS
PARTNERSHIP WITH OFFICEMAX:**

**JOINING TOGETHER TO PROVIDE THE
MOST STREAMLINED SYSTEMS FOR
ORDERING, DELIVERY, REPORTING
AND SERVICE IN THE OFFICE
PRODUCTS INDUSTRY.**

**TODAY'S COMBINES THE
MARKETING POWER OF MINORITY
OWNERSHIP WITH THE
MULTINATIONAL DISTRIBUTION
NETWORK OF OFFICEMAX.**

**IT'S A COMPREHENSIVE AND COST
EFFECTIVE SOLUTION THAT
SUPPORTS YOUR TIER ONE
DIVERSITY NEEDS.**



TODAY'S™
BUSINESS SOLUTIONS

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Office Products Technology Supplies Paper Furniture

TODAY'S™
BUSINESS SOLUTIONS

MBE Texas HUB Certified Partner
with OfficeMax

1920 N. Memorial Way • Suite 100 • Houston, Texas 77007



OfficeMax®

TODAY'S™

BUSINESS SOLUTIONS



Who is Today's Business Solutions?

Established in 2003, Today's Business Solutions is a minority owned, Texas HUB certified office supply company based out of Houston, Texas. We are a business to business distributor of office products, technology supplies, paper, and office furniture with customers ranging in size from small organizations to multinational corporations.

TBS was built on a unique business model and we have been recognized for our innovative business approach, community involvement, expertise and excellent customer service.

How to place an order:

-Go to www.tbstx.com and Enter the username and password that has been issued to you. If you have not been given a username yet, you can request one in the FAQ section of www.tbstx.com.

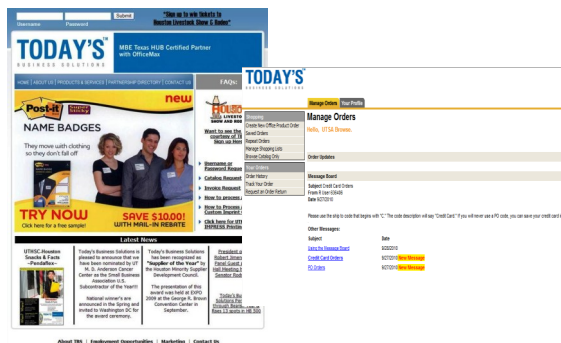
-Once you login in, you will see a toolbar on the left hand side you with options to "Create New Order" or "Browse Catalog Only"

-www.tbstx.com also has an online tutorial available for troubleshooting tips and search options

-If there is someone in your office who does not have access to place orders, they can use the following information to access our system so they can research availability and price.

Username: utsabrowse (case sensitive)

Password: browse1 (case sensitive)



How to process a return:



If you are not satisfied with your purchase, simply return it to us in the complete and original packaging (together with all accessories and manuals) within 30 days of the date of purchase. We will gladly replace or repair the item, or issue a credit memo.

Step 1. Call customer service at #888-373-2730. Customer service will need the invoice number or account number and purchase order number, the product number, and the quantity to be returned.

Each new caller will be assigned a unique **Personal Identification Number**. On future calls, your **PIN** will allow customer service to have instant access to your account preferences and order history.

Step 2. Customer Service will then give you an **Authorization To Return (ATR)**. Attach ATR number to the outside of the box that will be returned. Merchandise should be taken to regular delivery area to wait for pick up.

Step 3. Your regular delivery personnel will pick up the merchandise in 1-3 business days once they receive the authorization form. Once your merchandise is picked up, your ATR number will be invoiced into a Credit Memo.

*Electronics: Computers, digital cameras, monitors, projectors or software can be returned for a complete refund if the item is in the original, unopened package within 15 days of the date of purchase. Defective items can be exchanged for identical items only.

FAQs

How do I order a catalog?

You can place an order using Product# J9TBSCAT.

How do I know you received my order?

Once your order is placed, an automatic confirmation of the order will be emailed to the email address provided. This confirmation will list delivery dates and backorder status, if applicable.

Furniture

For custom furniture and installation, please contact TBS for details on availability, delivery timeframe and, if needed, a quote for assembly and installation can be provided.

Custom Stamps

You can find many standard stamp options available in our catalog. If you would like to process an order for a custom stamp, please fill out the Custom Stamp Order Form and fax to #713-861-8638. The Custom Stamp Form is available at www.tbstx.com.

What is the Retail Connect Card?

A great advantage of our partnership with OfficeMax is the Retail Connect Card. This provides discounts to employees so you can access your contract prices on office supplies and printing services at any of the nearly 900 OfficeMax retail locations. The cashier will scan your card to pull up your contract and all items included in your agreement will be automatically priced and instantly displayed at the register.

Just print the card below and take advantage today!

