



Warehouse Direct Workplace Solutions is the largest privately owned, single source provider of supplies, equipment, interiors and services in the Midwest. Operated under the name of Warehouse Direct since 1979, the company has continually added new product categories to assist their clients save time and expense, while improving an organization's productivity and environmental footprint. Warehouse Direct is located in Des Plaines, IL and is able to provide next day delivery to most locations in the Midwestern United States.

Advantages of ordering through Warehouse Direct are:

- Low Prices
- No Minimum Order Required
- Reliable Next Day Delivery by Warehouse Direct Employed, Uniformed Drivers
- Dedicated Customer Service Rep Assigned to Your Account
- Experienced & Professional Account Manager Assigned to Your Account
- Ordering Method Options (Internet, Phone, Fax or Email)
- Extended Order Placement Time (7 p.m. for most items for next business day delivery)
- Fast and Easy Returns & Credits
- Custom Reporting & Invoicing
- NET 30 Cash Terms

Product and Service Categories are:

- Office Supplies
- Janitorial & Industrial Supplies
- Coffee & Breakroom
- School Supplies
- Food Service & Packaging
- Copiers, Printers & Technology
- Document Finishing
- Printing & Promotional Products
- Managed IT Services
- Furniture, Interiors and Design

To open your account and begin ordering:

1. Send an email to Debbie Cladis (DebbieCladis@WarehouseDirect.com) and copy Susan Grimes (SusanGrimes@WarehouseDirect.com) with the following info to set up your account. *Mention that you are a Converge Midamerica Church.*
 - Bill to and Ship To address
 - Telephone # and Fax #
 - Contact name and email address
 - Do you want an internet ordering account? If so, advise of the person's name, email address and phone # if different than the main contact
 - Accounts Payable contact name, email address and phone #
 - Do you want invoices mailed or emailed?
 - A copy of your Tax Exempt Certificate for sales tax to not be charged
2. You will receive an email confirming that your account is set up along with your Account Number and your log in information, if you asked for an internet ordering account.
3. **YOU ARE READY TO PLACE YOUR FIRST ORDER WITH WAREHOUSE DIRECT!**

Direct Contact Information-Please call Debbie Cladis or Susan Grimes with any questions.

Debbie Cladis, Account Manager: 708-769-4547, DebbieCladis@WarehouseDirect.com

Susan Grimes, Dedicated Sales Administrative Assistant: 847-631-7117, SusanGrimes@WarehouseDirect.com