



Product Delivery Times and Guidelines

Office Supplies

- Orders placed before 5:00pm CST will be delivered the next business day.
 - o Any shortages or delays will be communicated by customer service.
 - o Special items such as furniture or custom stamps may take longer.
- Items with longer timelines have a callout at the bottom of the description with “3-5 Day Ship Time” icon.
- When looking at items, you can click “Check Inventory” to see real time inventory levels at your closest Distribution Center.

Business Cards & Forms

- Typical production time is 5-7 business days. Typical delivery time is 7-12 business days.

For questions or concerns, please contact your account management team.