

*Great River*  
office products

## Office Supplies With a Personal Touch.



April 2018

**It's Spring! That Means It Is Spring Cleaning Time.**



Are you excited to open your windows and let some fresh air in? When the weather gets warmer outside, we feel motivated to clean, de-clutter and organize our winter spaces. That spring cleaning

motivation can certainly follow you to your office space.

As the days grow longer and more sun is shining through your office windows, are you noticing a bit of dust that may have accumulated? Great River Office Products has solutions for you!

## TIPS

1. Start at the top and work your way down. Gravity and dust go together so be sure to get the tops of the shelves first.
2. De-clutter/throw away/recycle any unwanted or unused papers and supplies.
3. Organize using our Sparco Desk Organizer that is small enough to fit on your desk. It's clear so you can easily see what's inside.
4. Be patient. You and your co-workers may not get this done in a day.
5. Use our Power Duster product so you can dust off that keyboard and hard to reach spots in your office space.
6. Clorox Wipes will get rid of all that winter yuck. Great River Office Products offers these to you in bulk. There will be plenty to go around the office and get rid of those winter germs.
7. Don't forget about your air. Use our Genuine Joe Air Freshener Dispenser system. We offer refill scent packs with multiple scents.
8. Reward yourself for a job well done!

We know these tips won't make that dirt and clutter magically disappear, however they can help.

At Great River Office Products, we are here to offer you all the tools you need to get your cleaning project started and finished.

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## Finding the Right Desk



Finding the right desk goes beyond just how it looks. Desks have a right fit as well to avoid injury to neck, back, wrists, shoulders and more.

Ergonomics is a work heard often in discussion about how office furniture "fits". It is defined as, furniture designed for efficiency and comfort in the working environment, ergonomic furniture is such that it works for employees on all levels.

Desks and chairs that let feet sit squarely on the floor with a bend in the knees, and allows feet to rest flat on the floor is step one in finding a good fit. Another element to be aware of regarding desks includes whether or not it comes with a keyboard slide out. A keyboard slide out lets wrists rest easily on the tray and it lets shoulders rest comfortably without scrunching or straining.

How is the computer monitor positioned on the desk? This is a key element in shoulder, neck, and eye strain. The monitor should sit so you look straight ahead at it without raising your chin and adding strain to the neck.

Lastly, it's important to have options for rotating between standing and sitting during the workday. Too much sitting is hard on the back just as too much standing causing a similar strain. Alternating between standing and sitting is the key to comfort.

If you're looking for a great option in standing desks, check out this month special from Lorell. See specials below.

Do you have questions about ergonomics? The specialists at Great River Office Products can help. Give us a call for your in-person consultation.

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## Need Promotional Items? Call us!



**It's Time to Be Noticed**

PROMOTIONAL PRODUCTS are the most highly regarded form of advertising.

**Pens, bags, hats, shirts, cups, and MORE.**  
If your logo can go on it, we can get it for you!

**April Specials**



### Sparco 4-Drawer Storage Organizer

Sale Price  
**\$18.97**/EA



SPR82977

Offers Valid Through April 30, 2018

### Lorell Adjustable Desk/Monitor Riser

Sale Price  
**\$267.66** EA



LLR81974

Offers Valid Through April 30, 2018

### Business Source Power Duster

Sale Price  
**\$28.29**/PK



BSN24306

Offers Valid Through April 30, 2018

### Clorox Disinfecting Wipes Value Pack

Sale Price  
**\$9.77**/PK



CLO30112

Offers Valid Through April 30, 2018

### Genuine Joe Refill Air Fresh Cartridge

Sale Price  
**\$76.49**/CT  
(12 QTY)



GJO99664

Offers Valid Through April 30, 2018

### Genuine Joe Air Freshener Dispenser System

Sale Price  
**\$20.09** EA



GJO99659

Offers Valid Through April 30, 2018

## Coffee Corner

### Green Mountain Coffee Roasters Southern Pecan

Sale Price  
**\$16.71** BX  
GMT6772



Offers Valid Through April 30, 2018

### Celestial Seasonings Lemon Zinger Tea

Sale Price  
**\$15.27** BX  
GMT14732



Offers Valid Through April 30, 2018

# House Keeping



We now have promotional products.  
How do you promote your business?  
Let us help!

April 25 is Administrative Professionals Day!



*Committed to Providing Local Products*

**Great River**  
office products

**NWBOC**<sup>®</sup>  
WBE CERTIFIED

**651-293-1135**