

## **PRIVACY POLICY**

At One Source Office Products, we are committed to protecting your personal information. To collect customer information, we may use the following means of communication: written, in-person, telephone, electronically, and online. If you contact one of our customer service representatives or sales representatives, we may ask you for information such as your name, telephone number, mailing address and email address, so that we can respond to your questions, comments or concerns. With your permission, we may retain this information towards serving you better. We do not share information about our customers with non-affiliated third parties other than as permitted or required by law.