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office

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# ACCO BRANDS

is one of the world's largest manufacturers and marketers of office and print finishing solutions.

Our products can be found in millions of offices all over the world under widely recognized brand names such as Swingline®, Quartet®, GBC®, AT-A-GLANCE®, CAMBRIDGE® and many others.

ACCO Brands is here to help!

This guide is designed to help you identify key product solutions in locations all over your office. We want to help make outfitting your office simple.



Quartet®

AT-A-GLANCE®

CAMBRIDGE®

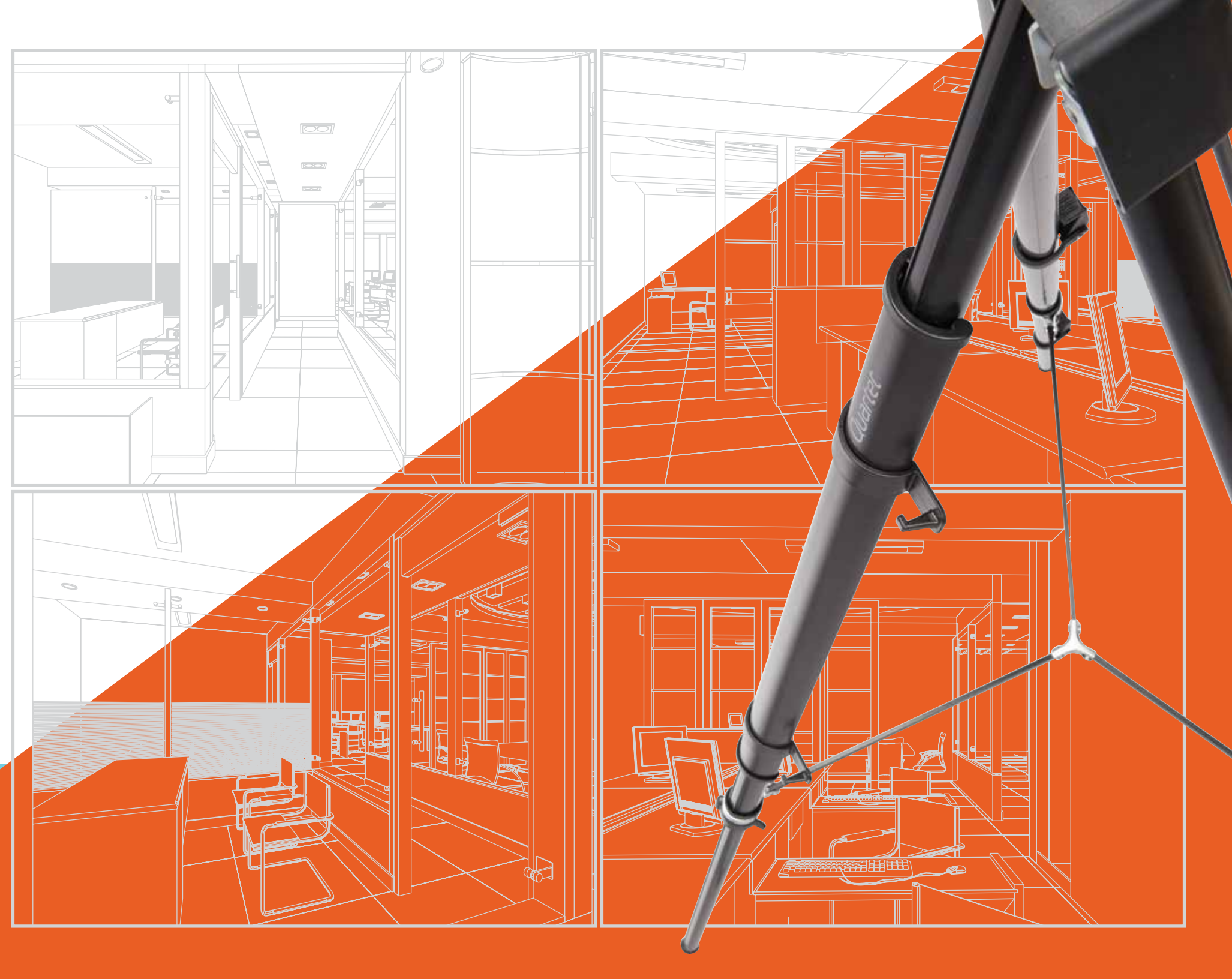


ACCO®

Swingline



Kensington



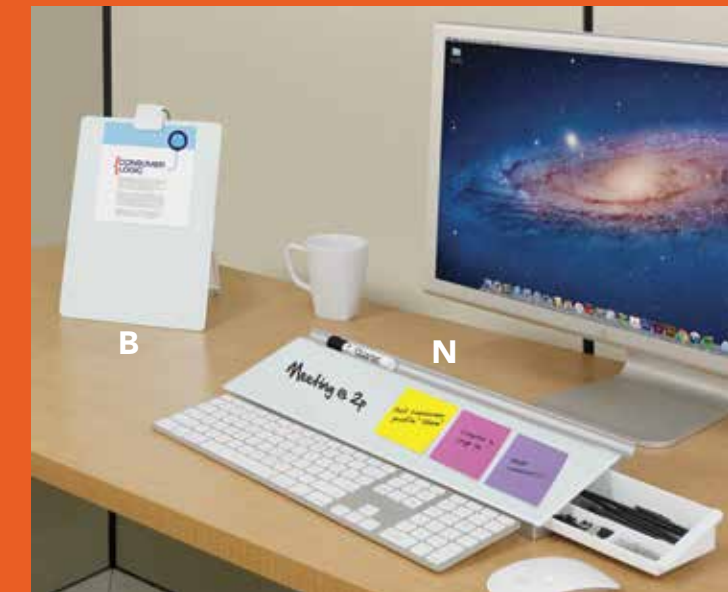
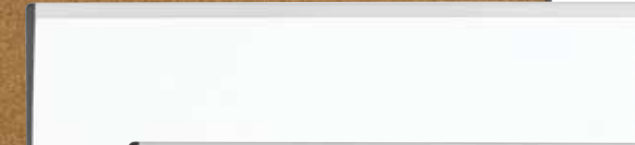
# LOBBY



Where you make your first impression

Please see product index for list of featured skus

# WORKSPACE



Where the work gets done

Please see product index for list of featured skus

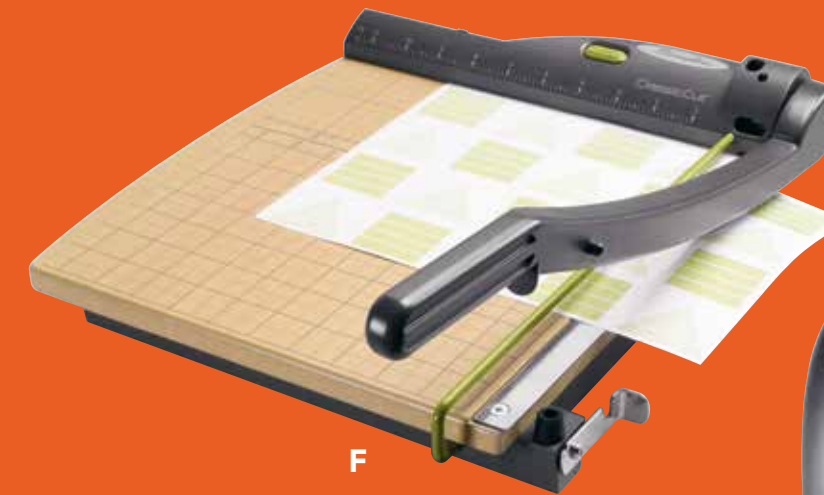
# COLLABORATIVE



Where great ideas flow

Please see product index for list of featured skus

# COPY CENTER



Where the work comes together

Please see product index for list of featured skus

# BREAKROOM



A place to recharge

Please see product index for list of featured skus

# CHECK LIST

## LOBBY

### Communication:

- Dry-Erase Board
- Dry-Erase Markers
- Erasers
- Bulletin Board
- Push Pins and Magnets
- Display Easel
- Signs

### Hospitality:

- Sign-in Register
- Coat Rack
- ID Badge Holders, Clips, Reels

### Planning:

- Calendars
- Notebooks

### Essentials:

- Stapler
- Staples
- Paper Punch
- Binders
- Folders
- Clips and Fasteners

## WORKSPACE

### Organization:

- Organization Caddy
- Dry-Erase Board
- Dry-Erase Markers
- Erasers
- Clips and Fasteners
- Push Pins and Magnets

### Planning:

- Calendar
- Planner and Notebooks

### Essentials:

- Stapler
- Staples
- Staple Remover
- Paper Punch
- Binders and Folders
- Coat Hook

## COLLABORATIVE

### Communication:

- Dry-Erase Board
- Digital Dry-Erase Board
- Dry-Erase Markers
- Eraser
- Dry-Erase Board Cleaners
- Display and Presentation Easels
- Bulletin Board
- Push Pins and Magnets
- Laser Pointer
- Professional Notebooks
- Wall Calendar

## COPY CENTER

### Productivity:

- Laminator
- Laminating Pouches
- Shredder
- Binding Machine
- High Capacity Stapler
- Staples
- Staple Remover
- High Capacity Paper Punch
- Paper Trimmer
- Clips and Fasteners
- Bulletin Board
- Wall Calendar

## BREAKROOM

### Convenience:

- Enclosed Bulletin Board
- Push Pins and Magnets
- Dry-Erase Board
- Dry-Erase Markers
- Eraser
- Wall Calendar
- Coat Rack

# INDEX

## LOBBY

A.	EISC3956	Quartet® Euro Frame Enclosed Bulletin Board with locking sliding glass doors
B.	CF8511	Quartet® Improv™ Clip Frame Sign Board, 8"X11"
C.	8058005	AT-A-GLANCE® Visitor Registration Book, 900 entries, 8.5"x11"
D.	SK2400	AT-A-GLANCE® Monthly Desk Pad
E.	S7048208	Swingline® Optima® 20 Electric Stapler, 20 Sheets
F.	G3624B	Quartet Infinity™ Magnetic Glass Marker Board, Black Surface
G.	AF32	Quartet® Improv™ Clip Frame Sign Board, 3'x2', A-Frame Style
H.	BSTT2430	Quartet® Deluxe Table Top Easel
I.	PM2628	AT-A-GLANCE® Erasable Yearly Vertical Wall Planner
J.	G3922IMW	Quartet® InvisaMount™ Magnetic Glass Marker Board
K.	56E	Quartet® Multi-Functional Heavy Duty Display Easel
L.	3747473	Swingline® GBC® Vertical ID Badge Holder, 4" x 3"
	3747210	Swingline® GBC® ID Badge Clip
	3747498	Swingline® GBC® Translucent Retractable Carabiner Badge Reel
M.	20224	Quartet® Free standing 48" Garment Rack
N.	A7074136	Swingline® SmartTouch™ 3-Hole Low Force Punch, 45 Sheets
O.	1703072	Swingline® GBC® Fusion™ 1000L 9" Laminator

## WORKSPACE

A.	ARC1411	Quartet® ARC™ Series Cubicle Whiteboard
	ARCCB3018	Quartet® ARC™ Series Cubicle Combination Board
	ARCB3018	Quartet® ARC™ Series Cubicle Bulletin Board
	ARCCP3018	Quartet® ARC™ Series Cubicle Whiteboard Calendar
B.	GDE119	Quartet® Frameless Glass Dry-Erase Desktop Easel, 9" x 11"
C.	SK32G00	AT-A-GLANCE® 100% Recycled Monthly Desk Pad
D.	1757573C	Swingline® Stack-and-Shred 200X Shredder
E.	K60412WW	Kensington® Smartfit® Conform Back Rest
F.	S7074736	Swingline® 747® Business Rio Red Stapler, 25 Sheets
G.	K55787	Kensington® Smartfit® Wrist Rest
H.	D66174	Cambridge® Black n' Red Notebook, 8¼" x 11¼"
I.	35552	Five Star® 6-Pocket Expanding File
J.	PMG7728	AT-A-GLANCE® Recycled Monthly Wall Calendar, 12 Months
K.	2015M	Quartet® Magnetic Coat Hook
L.	A7074133	Swingline® SmartTouch® 3-Hole Low Force Punch, 20 Sheets
M.	PDEC1830	Quartet® Infinity™ Magnetic Glass Dry-Erase Cubicle Boards
N.	GDP186	Quartet® Infinity™ Glass Dry-Erase Desktop Computer Pad, 18" x 6"

## COLLABORATIVE

A.	SFEB3	Quartet® Premium 3-in-1 Magnetic Eraser
B.	G8548BA	Quartet® Evoque™ Magnetic Glass Marker Board with Invisible Mount
C.	55E	Quartet® Heavy Duty Display and Flipchart Easel
D.	85573	Quartet® Wide Format Projection Screen, 116" x 65"
E.	06132	Cambridge® Meeting Format Notebook
F.	73370	Quartet® Brilliant Green Laser Pointer & Wireless Remote, Class 3a
G.	ECM32P2	Quartet® Prestige® 2 Mobile Presentation Easel
H.	FPS2848	Quartet® Continuum™ Magnetic Whiteboard
I.	5001MA	Quartet® EnduraGlide® Dry Erase Chisel Point Markers, 4 Pack
J.	52-180032Q	Quartet® BoardWipes™ Whiteboard Cleaning Wipes, 70 Count
K.	550	Quartet® Whiteboard/Dry-Erase Board Cleaner, Spray
L.	551	Quartet® Whiteboard Cleaner/Conditioner
M.	PM21028	AT-A-GLANCE® Vertical Erasable Yearly Wall Calendar
N.	ECM43G	Quartet® Infinity™ Glass Mobile Magnetic Presentation Easel, Reversible

## COPY CENTER

A.	PM2628	AT-A-GLANCE® Erasable Yearly Vertical Wall Planner
B.	1701720EZ	GBC® HeatSeal® Pinnacle 27 EZload® Laminator
C.	7709000	Swingline® GBC® CombBind C340 Precision Punch Manual Binding System
D.	MC244BP2	Quartet® Prestige® 2 Magnetic Cork Bulletin Board
E.	S7048210	Swingline® Optima® 70 Electric Stapler, 70 Sheets
F.	9715	Swingline® ClassicCut® Laser Guillotine Trimmer
G.	A7074520	Swingline® Optima® 20 Electric 3-Hole Punch, 20 Sheets
H.	1757577	Swingline® Stack and Shred 500X, 500 sheet capacity
I.	S7087801	Swingline® Optima® Desk Stapler, 20 Sheets
J.	34030	Five Star® Stay-Put Pocket & Prong Folder
K.	1703077	Swingline® GBC® Fusion 5000L 12" Laminator
L.	33704	Quartet Matrix® In/Out Board, Tracks up to 15 employees, 23"x16"
M.	PM3G28	AT-A-GLANCE® Recycled Monthly Wall Calendar, 12 Months

## BREAKROOM

A.	PM20028	AT-A-GLANCE® Erasable Yearly Horizontal Planner
B.	EISC3938	Quartet® Enclosed Bulletin Board, 39" x 38" or 12 sheets
	EIHC3930	Quartet® Enclosed Bulletin Board, 39" x 30" or 9 sheets
C.	CF8511	Quartet® Improv™ Clip Frame Signs, Table-top or Wall Mount
D.	B243LC	Quartet® Prestige® Colored Cork Bulletin Boards, Light Cherry Finish Frame
E.	B363T	Quartet® Prestige® Embossed Foam Bulletin Boards, Euro™ Frame
F.	MC243AP2	Quartet® Prestige® 2 Magnetic Cork Bulletin Boards, Aluminum Frame
G.	20403	Quartet® Shelf Garment Rack
H.	GC3624	Quartet® Infinity™ Glass Magnetic Calendar Board, 3' x 2'
I.	EEHM2730	Quartet® Enclosed Magnetic Whiteboard, 27" x 30" or 6 sheets
J.	EEHM3930	Quartet® Enclosed Magnetic Whiteboard, 39" x 30" or 9 sheets





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