



About us:

The basic principles of supply and demand resulted in the creation of 'The Hole Punch'.

Always putting the needs of our clients as top priority we set out to find a way to supply office products, equipment and as our tag line suggests: 'a whole lot more' at a competitive price and in a professional manner.

The Hole Punch is a value added service to the clients of Square Up Consulting – quite simply put, it's a business for our clients and we are sharing our profits with you by way of competitive pricing!

Our products:

The Hole Punch specialises in the needs of Small and Medium sized businesses, providing a single source service for all office products including general stationery, paper and envelopes, computer and toner supplies and office machines etc.

Our policy:

Lowest Prices guaranteed! It is our aim to supply you, our valued client, with your office supplies and stationery requirements in a timely manner and at the most competitive price. From time to time we may be under sold on certain items as it is difficult to compare to all suppliers of office products but on a market basket of goods our prices will be the lowest.

Convenience:

Shop from your own desk or home, no lost time traveling to a shop, no lifting heavy boxes or finding a car park, no waiting in line. Our team, which is here to provide you with personalised and professional service, already has access to over 16,000 lines and is always searching for new suppliers to enhance our range.

How to Order:

Select from our wide range presented in our current catalogue, **complete** the order form and fax or email back to our sales office by 5.00pm Monday of each working week. We will then process and return a 'sales confirmation order' to you. Once confirmed, we process the order and issue a tax invoice (due upon receipt of stock).

We process our orders by 11.30am Tuesday and arrange delivery by Friday of that week. We have found our average turn around time to be between 2 – 3 working days, sometimes faster depending on the size of the order and availability of product.

Special Orders - Should you require an order outside the times set out above, the minimum order requirement is \$100.00. This is to ensure our costs are covered to supply this order at the most competitive price.

From time to time and at certain times of the year when demand is higher for certain products, we may find it difficult to acquire certain items. In this instance, we will ensure you are advised prior to delivery if we are unable to supply at that time or we will find someone who can supply us even if it means we break even on the product.

As we are a valued added service and to ensure our pricing remains competitive, we don't intend to hold stock except for minimum levels of commonly ordered items or key lines as they are identified to ensure speedier turn around.

Please continue 



PO Box 460
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info@theholepunch.com.au
sales@theholepunch.com.au

www.theholepunch.com.au



*your office stationery and equipment
experts, servicing the Sunshine Coast
and beyond!*



Service:

We pride ourselves on being able to source products that you need and deliver them promptly to your office or home.

Questions on our various ranges and products can be emailed directly to us. We understand that you may have special needs and we are happy to try and assist you with them.

We pride ourselves on responsiveness and are committed to responding to all your questions and feedback.

Delivery Charges:

Sunshine Coast (Caloundra to Noosa)

Orders under \$65.00 inc. GST, freight is \$8.95

Orders over \$65.00 inc. GST, freight free of charge

Outside Sunshine Coast – as quoted at time of order

Commonly Asked Questions:

What if what I require isn't in the catalogue?

Ask us! We have access to so much more than what is listed in our catalogue. If our main supplier can't supply it then we will find someone who can!

Why are there no prices in your catalogue?

As the industry is so competitive and prices fluctuate it is difficult to lock in a set price for the year. Therefore, should you require a price prior to confirming your order then simply tick the "I require a quote only" box on our order form.

If I am not a client of Square Up Consulting, can I place an order?

Absolutely! While our target market is our existing client base, we are open to building new business relationships and welcome all enquires.

We look forward to addressing all of your stationery and equipment needs.... 



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