Subject:

Congrats on your new branch! SBA is here to help.

Name,

Congratulations on the groundbreaking of your new branch!

Did you know that SBA endorsed partner Office Depot is a full-service office furniture dealership that can meet all your bank’s needs? Through our program you’ll have better buying power, scalable services, flexible offerings and a wide range of options to fit your budget.

I would really appreciate you inviting Office Depot to present a proposal. Utilizing Office Depot for this project can not only save you money but provide a big boost to the Association. *Can I put you in touch with an Office Depot furniture specialist?*

Here’s some background on how Office Depot Workspace Interiors can help:

Whether you’re looking for a partner to manage your entire project or one that can support your architecture and design firm, you can count on Office Depot Workspace Interiors. Here’s a recent example of how they assisted a community bank with their new branch: [www.workspaceinteriorsod.com/portfolio/clackamas-county-bank](http://www.workspaceinteriorsod.com/portfolio/clackamas-county-bank).

Whether your project is well-defined or not defined at all, we have the resources and knowledge to help you every step of the way.

**Creative Services**

* Space planning
* Specifications
* 3D views and renderings
* Finish specifications
* Installation drawings

**Project Management**

* Establishment of project parameters
* Project administration
* Ongoing support

**Labor Services**

* Delivery
* Installation and reconfiguration
* Warehousing
* Move management
* Disposition and redeployment of assets

Thank you for your consideration. Please let me know if you have any questions.