



Contract DIR-SDD-506



How To Order

Select your choice in our catalog and click on "add to cart". Available options and supplies will be displayed below the shopping cart. You may choose any option or supply item to add to your cart.

Once you are finished click on "Checkout"
Fill out the appropriate information and finalize your order.
In the message block please enter your P.O. #
You will receive an email confirmation of your order.
Once we receive your P.O. by fax or email we will process your order. Most items will ship same day.

Generate a purchase order, made payable to:

**Apollo Office Systems, LLC
407 South 2nd St.
Alvin, TX 77511**

- **PO must include the following:**
 - **Contract Number DIR-SDD-506**
 - **Equipment model**
 - **Purchase Price**
- **Submit your purchase order directly to Apollo Office Systems.**
 - **FAX: 281-331-9250**
 - **Email: izumar@apolloofficesystems.com**