

EDITION 2

SPRING 2020



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## Cover Illustration Explanation

This is our second issue of AOP Amplify, and as excited as we are it is also being published on the 78th day after the Corona Virus was confirmed to have arrived in the USA.

As excited as we are about the AOP Profile on Jerry Barnett we know that

the health and safety of your crew and customers exceeds your need for information on our sales team so pages 3, 4, & 5 are signs we have created (and use here at our facility) to remind our crew and any customers who happen to be visiting, that there is a biological crisis going on

and the best way to fight it is social distancing and washing your hands.

That said, I have been told that this profile has information that many of his clients did not previously know about him because he has been so focused on solving their office product needs that his background never came up.

This profile gives a little insight into how he got into office products, and how he is able to seemingly effortlessly provide solutions where so many businesses have only found frustration. We are proud to have him leading our sales team and working with us at AOP!



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Cover Photo  
Subject: Jerry Barnett  
Photographer: Tom Fenix



# Surviving COVID 19

Tom Fenix

I did a little research and found the [New England Journal of Medicine](#) chronicles the entry of COVID 19 (also known as “The Corona Virus” in reference to the pointy structures coming from it resembling a crown under magnification) to the USA as having arrived in Snohomish County Washington state with a 35 year old man that just returned to the USA from two weeks visiting his family in Wuhan, China on January 19.

Since that time we have all learned a great deal about social distancing, the need for hand washing, and the availability of cleaning products, and personal protection equipment (PPE). Here in Arkansas many businesses have closed their doors, and told their employees to stay home until this epidemic passes so we can return to work, but no one knows how long that will be.

In fact, Arkansas is one of the only states in the country that does not have a “Shelter in Place” order, but also the official count today is that In Arkansas there are only 854 confirmed cases in the state at the moment and only 16 deaths with 102 recoveries. Governor Hutchinson has closed the school buildings for the remainder of the year

with students working online to keep up with their studies and told people to use their own best judgment in regards to their health. For the time being, we are fortunate to be able to continue doing business while we all do the best we can to take care of ourselves and our families.

At Arkansas Office Products we have responded to the current Corona Virus crisis as we have so many previous crisis that have come before - with good sense and smart choices.

In the first week of March as we recognized the virus was moving towards Arkansas, we started having our warehouse crew sanitize all items the regional truck was leaving for us to deliver to our clients. Then, they moved to sanitizing the inside of the van and wiping everything down.

It wasn't long before the businesses were no longer allowing our driver to bring the products inside their business, so we adjusted and began calling them upon arrival and notifying them their packages are outside their door from inside the van. Once they opened the door, he would move on to the next stop.

*On March 6 we started posting on our social media channels the sanitizer options we still had in stock as sanitizers and toilet paper were selling out of the regional warehouses. (I have been told the next time we expect to have any hand sanitizer in our facility is May 7.)*

Steven Pawloski, President of Arkansas Office Products has been keeping our clients, and community updated on what we can offer to help through regular videos on our social media pages.

Just like governor Hutchison, we know that businesses have to continue to operate in order to maintain cash flow. Here at Arkansas Office Products we are doing all we can to keep businesses supplied with what they need to keep business going. We are not planning to stop until we are ordered to stay home.

The following three pages are pdf's that we uploaded to our website where businesses can download and print them to use in their business. We feel privileged to be able to be there to help businesses with the small but critical things they need to be able to continue to safely do business.

Please print pages 4, 5, & 6 to use at your business.

# S O C I A L D I S T A N C I N G = C U R B S I D E P I C K U P



Please do NOT come inside if you are experiencing ANY of the following:

**Fever**  
**Cough**  
**Shortness of breath**

Call \_\_\_\_\_ for assistance.

**Prevent the spread  
of COVID 19?**

***Yes We Can!***



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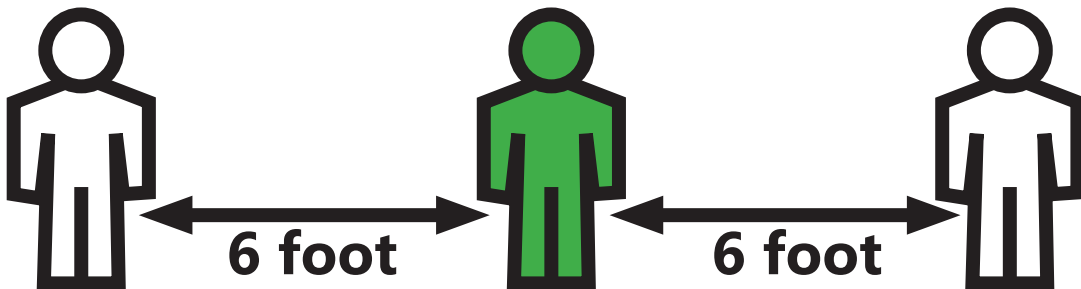




You should not be here  
if you are experiencing  
ANY of the following:  
**Fever**  
**Cough**  
**Shortness of breath**

# NOTICE

We **REQUIRE** everyone practice  
**S O C I A L   D I S T A N C I N G**  
inside our facilities.



**Prevent the spread  
of COVID 19?**  
*Yes We Can!*



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# CDC Handwashing Guidelines

## Follow these five steps every time.



1 Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



2 Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, under your nails & don't forget to wash your thumbs!



3 Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



4 Rinse your hands well under clean, running water.



5 Dry your hands using a clean towel, then use that towel to turn off faucet.

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

# Prevent the spread of COVID 19? *Yes We Can!*

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When choosing a location for your business, concerns like river port access, proximity to airports, and interstate trucking access are a priority. In today's economy, it is important to consider the education of the local workforce. Equally important is the local government desire for growth. Additionally, quality of life for yourself, and your employees should be considered too!

*Relax*, enjoy a visit to Jacksonville Arkansas where you will find doing business just got better.

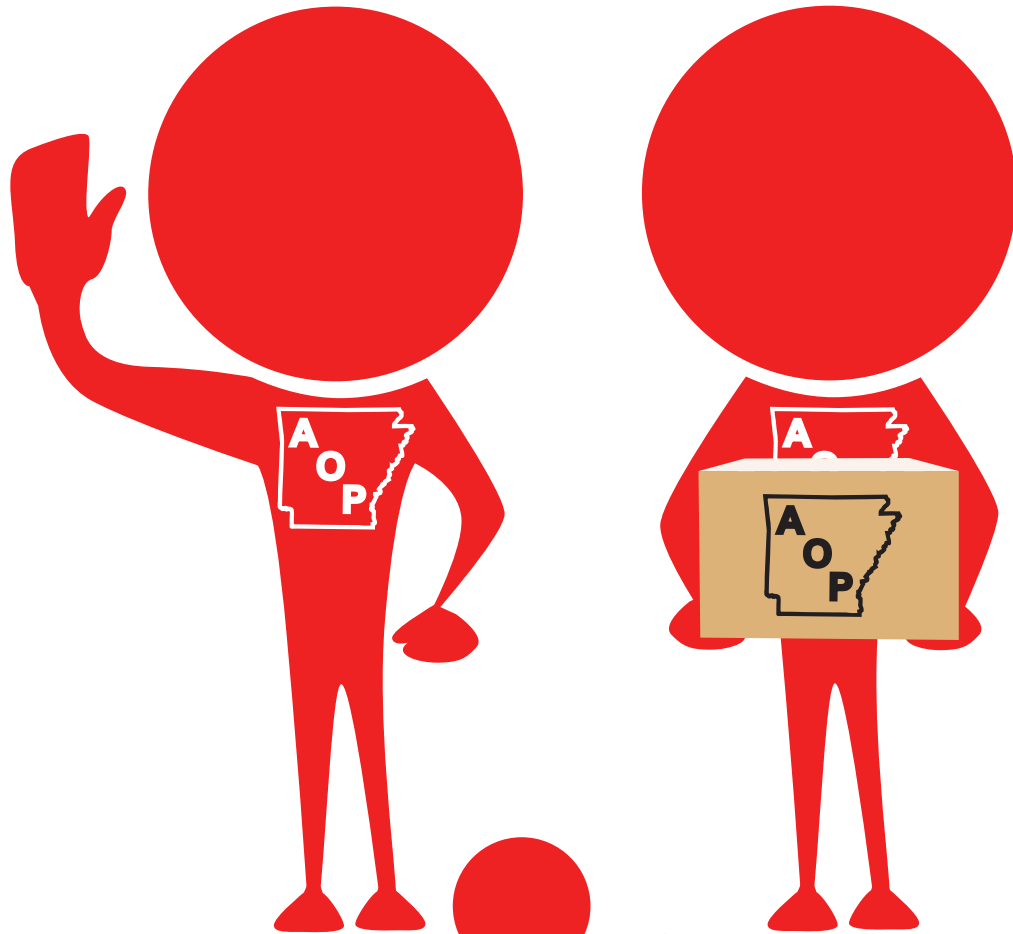






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**Your team is  
your best  
asset.  
Ours is too!**



***Yes We Can!***



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# AOP PROFILE: Jerry Barnett



### **Favorite Drink?**

I guess ice tea, however I do enjoy a cold beer.

### **Favorite Band?**

I enjoy most of the songs that Alabama put out.

### **Favorite movie?**

Shooter, I have seen it a few times.

### **Public School education?**

Grad Mission High School in the Rio Grande Valley Texas.

### **College education?**

Spent college years in Pan American College in Edinburg, Texas.

### **Military Service?**

Twelve years in United States Air Force as an inventory management specialist.

### **How would you describe yourself?**

Outgoing, loyal, people person with focus on the optimistic.

### **Where do you claim as "home" and why?**

Rio Grande Valley Texas, but love Arkansas.

### **How do you feel your parents contributed to who you are today?**

No matter the circumstances, being optimistic about the outcome is best.

### **Do you feel there was someone (other than your parents) who changed the course of your life?**

The man I bought my Rep business from, Jerry Collier, was very instructive and helpful to talk with when I started working for myself.

### **What motivates you?**

Taking care of people is my passion - knowing I contributed to their success is what keeps me coming to work every day.

### **Who do you go to for advice?**

Jerry Collier was really a great resource while I was learning the business products industry.

### **Do you have any hobbies?**

I get almost as much satisfaction from riding my Heritage Softail Harley as I feel satisfied in knowing I have helped someone solve a business obstacle.

### **Who is your personal hero?**

My dad was a good man that took care of us & that is what I strive to be remembered as - someone who was there to help.

### **What would be "a perfect day" for you?**

Riding up HWY 7 to Harrison to Eureka Springs and down the Pig Trail in north west Arkansas on my Harley - feeling the breeze and watching the scenery roll past, is a great way to spend a day.

### **If you could say one sentence that everyone on Earth would hear (and think about) what would you say?**

Always have a positive outlook on life.

### **What advise would you offer a 25 year old upon their graduation from college?**

Figure out what you enjoy doing, then find a way to make a career doing what you love.

### **Tell our readers about an achievement you are proud of.**

I spent four years in the Air Force serving at the Air Force Academy.

*continued on following page...*



## AOP PROFILE:

Jerry Barnett

...continued from previous page



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### What kind of employment had you been working previous to AOP?

When I first went looking for a job, I walked into Jones Office Supply in McAllen and asked the father of the high school homecoming queen if he needed any help and he put me to work. Later, I had been selling office supplies Lubbock before getting into my own business representing office products.

### How do you feel your previous training/employment helps you with your position here at AOP?

I have spent so many years representing products and touring manufacturing facilities developing an understanding of the industry that I innately apply to solving my clients needs.

### How did you come to work for AOP?

I had discovered I was not happy in retirement and saw an ad for my skill set and I became the fourth member of the Arkansas Office Products Team many years back now.

### Are you involved in any organizations outside of AOP?

Patriot Guard is a motorcycle group composed of former military that drives in funeral processions as an honor guard and I had the privilege of being there for Sharons dad, Retired Chief Master Sargent Corleys funeral procession.

### What would clients who interact with you be likely to complement you about?

Most of my customers know I can be counted on to answer their questions about products, or help them find a better way to get things done.

### What do you feel has the greatest impact on your ability to solve clients problems?

Knowledge & empathy



# Backpacks for schools program!



# Working From Home Tips

Tom Fenix



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Working from home requires a different set of skills than working in an office. After researching (with the help of my assistant google) I have compiled a list of tips for working from home.

**1) Set and Maintain Regular hours:** Having a time frame to reference to say when is time for work and when is time for meals, breaks, naps will help you sane - otherwise, you may feel like you are obligated to work all the time.

**2) Set Ground Rules with Those You Live With:** Just because mom is working at home does not mean that she is always available to settle conflicts, or feed snacks, much less help the bored spouse find something to occupy himself.

**3) Create a Morning Routine:** Just like your morning for getting to work and getting your day started has probably become routine, having a morning routine for starting your day working from home will help you get started when your day begins. Otherwise, you may discover you put off getting up, and getting started then realize it is almost noon and you have yet to feel like you are accomplishing anything.

**4) Take Breaks:** Just like you schedule the start and end of your day, schedule times for 10 to 15 minute breaks to walk away from the computer screen/phone in addition to an hour for lunch seems to be a standard employee behavior.

**5) Get Out of the House:** Obviously don't be unsafe, but cabin fever can mess with ones mind. Just walking around the outside of your home, or walking the block can help get your mind away from the work and ready to see issues objectively.

**6) Exercise:** If you don't have a home gym, you can still do some form of exercise. Push ups, sit ups, walking up and down stairs, or even creating a single step with books and marching back and forth on it will help get your blood flowing and endorphins released to fight cabin fever.

**7) Socialize with Colleagues:** Just because you are working remotely does not mean you can no longer keep up with your coworkers - in fact, having those conversations will help you not feel walled in with work! Skype is our friend, send emails, take a moment to read the social media post someone texts you - you are not a machine, your mind needs interaction with others to be healthy.

If your working from home long term (not just due to Coronavirus like the majority of us) you will probably enjoy "after hours" for dinner, drinks, or whatever kind of fun you all agree on (dancing, whatever you can do responsibly) will help maintain the team feeling that you may feel lacking when not seeing coworkers regularly.

**8) Participate in online meetings.** Video conferencing is here to stay - and making sure

everyone knows you are on the call and participating in the meeting is important to make sure everyone knows you are focused on the call.

**9) Take Sick Days:** Just because you are working from home does not mean you need to be miserable while trying to be productive. Take time to recover and take care of yourself, proper rest will go a long way towards recovery - a one day absence can often keep a miserable work week from happening.

**10) Do NOT be Too Hard on Yourself:** The most successful remote crew members are historically very disciplined. It does require a lot of focus to maintain a productive mindset when all your hobbies, and devices are so close by. If you find yourself working one minute, then shopping for socks the next, don't be too hard on yourself - you are new at this and it often takes persistence to establish the right habits.

Keep in mind it is critical that you maintain your project deadlines and keep hitting your goals. Missing those may mean your "Working From Home" may quickly transition to "Job hunting from home."

**11) Set Up A Proper Work Space:** Don't feel you have to use your old laptop on the breakfast bar while perched on a stool. Your employer knows you need the right tools to do your job well, so don't hesitate to tell them what you need. If you don't



know what you need, this is a good time to think it through.

**Desk** - do you have adequate desk space? Keep in mind that you are going to spend 6 to 10 hours a day there. It needs to be functional and ergonomic. What's the use of working from home if your back is going to be killing you because you have to stoop to use the kids old student desk? There are good brands that offer reasonable products for just this purpose.



**SAF1904GRKDA Safco**

**Standing Height Mood desk**

The Mood Standing Desk with rotating work surface is ideal for small or home offices. It is sold in two boxes so you must order **SAF1904GRKDB** for



a complete unit. Top portion swings open to provide additional work space as needed or it can be compactly nested away to save space when not in use. Rotating work surface can be mounted on either side

of the desk during assembly, allowing it to suit a variety of spaces. Mood desk features a standing height that helps to promote a more active work day. Mobile on two casters, this desk can be moved for easy reconfiguration of any room or moved out of the way when it is not needed. It is made of sturdy, powder coated steel with a laminate finish for long-lasting durability. Classic Gray color matches the decor of any space and the design complements the entire Mood line of products to help provide a cohesive, professional-working environment. Mood works well in classrooms, personal work spaces and more for storage and organization.

**Chair** - If you are going to be spending hours sitting in a chair anywhere, it needs to be a chair that takes care of your body. You need a chair that has adjustments to customize it to fit you exactly right!

**LLR33100 Lorell Adjustable Waterfall Design Task Chair**

adjusts for your comfort with back-height adjustment, seat-height adjustment on the waterfall seat and arms that adjust in height and width. Waterfall design reduces pressure at the back of the knee for good blood flow. Use the back-height ratchet adjustment to raise or lower for support in the lumbar region. Both back and seat are upholstered in black fabric and thickly cushioned to enhance how they mold to your body as you work. Functions also include 360 degree swivel,



tilt tension control, center tilt and tilt lock. Black nylon, five-star base is equipped with smooth-rolling casters for easy mobility. Weight capacity is 250 lb.



**Lighting** - if you are going to be sitting at a desk, working for any length of time, you probably would benefit from a good lamp. The **LLR13201 Lorell Smart Device Slot/USB Task Light** is a wonderful choice as it also includes





a smart phone holder and a convenient USB port in the base for recharging.



For many of us, working from home requires [MAX190400 Maxell Noise Cancellation Headphones](#). These are essential for those who have traffic, neighbors with loud animals (or loud kids) or even for those who just need to be able to focus on their project without the intrusion of the television from a loving spouse in the next room



For many of us, working away from the office means taking files with us. For that task, might I recommend the [FEL00701 Bankers Box STOR/FILE Storage Box](#).

Medium-duty storage boxes with lids offer double-end, 1-1/2 side, double-bottom

construction and medium-duty use with or without shelving. FastFold One Step Setup makes box assembly fast and easy. Deep, locking liftoff lid stays in place for secure file storage for your letter-size files. Smooth, rolled box edges add strength and help prevent paper cuts. Storage boxes are built for moderate use and high stacking needs. Stack up to five units high. Average amount of evenly distributed weight that can be safely stacked on top of box is 650 lb.



Although, more secure storage of office files may be necessary as well. For that we offer the [LLR17427 Lorell SOHO 18" 3-Drawer File Cabinet](#). Three Drawer(s) for Accessories, Letter size with locking drawer on glide suspension in black baked enamel.



If you are going to be having files from the office, you will probably also be needing a shredder. We feel this is a great, home sized unit that still offers all the sturdy shredding necessity most people need.

[FEL4350001 Fellowes PowerShred 11C Cross-Cut Shredder](#)

Having these items may not be everything you will need, but it will be a serious step in making your working from home experience as productive as possible.



# Why Soap & Water is Better than Sanitizer

Tom Fenix



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Because of its recent arrival to the market, people seem to believe that hand sanitizer is a superior clean to soap and water – but when it comes to effectiveness against germs and viruses (not to mention washing away dirt and grim) old fashion soap and water is better!

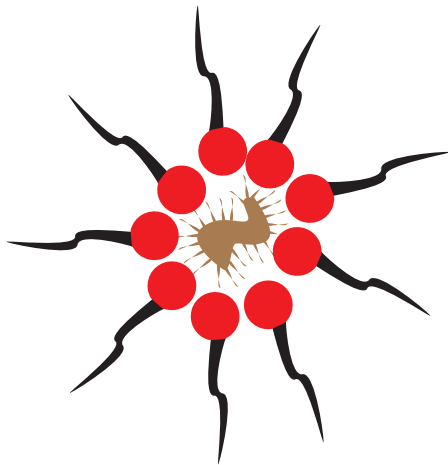
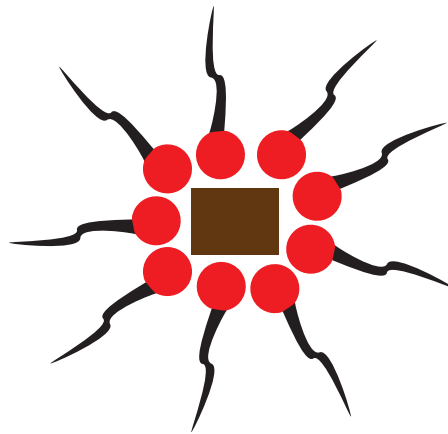
To really understand how soap works we need to know a simple chemistry rule<sup>1</sup> - there are two types of molecules: polar and nonpolar. Polar are things that can be mixed together (like sugar into water) and nonpolar are things that can not be mixed (like oil and water).

Soaps are molecules that have both particles. On one end, they are nonpolar and will not attach to anything, and on the other end they are polar and will attach to almost anything!



Basically, soap is made of molecules that are trillions of tiny magnets that surround particles (dirt, germs, bacteria, & almost anything else) then separate it from your hands so it gets washed down the drain. This is very effective on both living and non living items.

Soaps are also simple biological elements that will break down and deteriorate in a relatively short period of time without harming the ecosystem.

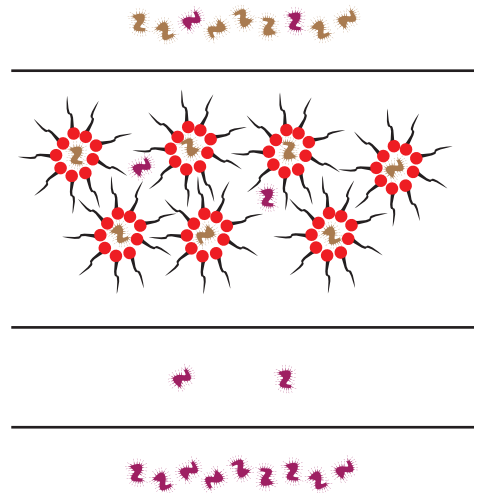


In the 1960's antibacterial soap came along and since everyone has assumed it is the best thing to wash your hands with - after all, if it kills bacteria in addition to washing it away, it is a good idea, right? Well, it turns out that logic was wrong.

The human body is not one single organism, or even one single type of organism. It turns out that we are a virtual soup of trillions of microbes that have to remain in a specific balance to maintain our health. Any amount of an antibacterial that becomes swallowed will actively do harm to our natural bodily balance in addition to the harms that are being found damaging our chromosomes

and our cells ability to accurately reproduce itself. (Recent mice studies have indicated that there may be cancer risk<sup>3</sup>, and there are dental studies that show potential gingivitis risk<sup>4</sup>)

Additionally, studies have found that antibacterial soap kills standard bacteria very well, but does not seem to effect genetic mutations of bacteria. The result is that barriers which naturally reduced the reproduction of mutated bacteria are removed so only the mutated bacteria are remaining to reproduce.



Alcohol based hand sanitizer<sup>2</sup> is similar - remember that simple chemistry rule<sup>1</sup> (“there are two types of molecules: polar and nonpolar”)? Alcohol is similar to soap in that - one side of the alcohol molecule is attracted to water, the other side is attracted to fat.

It does a very similar thing to soap, it just doesn't do it while rinsing the germs, bacteria, dirt and such down the drain with running water for twenty seconds.

Bacterial cell membranes have a fat based side, and a water based side so when it comes into contact with alcohol, it pulls apart the membrane containing the cell. The contents then dissolve, lose their structure, which ends their function.

The reduction of germs and bacteria is around 80%. Rubbing alcohol on your skin does NOT wash away the germs, it does not even kill all the germs. It does kill up to 80% of the germs it contacts, but the user has to make sure it gets rubbed into all the cracks and crevices on your skin, around the fingernails, watch, bracelets, rings, and anything else that may be on your hand.

When comparing between the options of not being able to clean hands at all, versus killing up to 80% of germs and bacteria sanitizer is better than nothing, but when there is an active pandemic (like COVID 19), hand washing is by far your most effective cleaning solution!

1 – Rangel, R.W. (2017, January 9) Say Goodbye to Antibacterial Soaps: Why the FDA is banning a household item, Harvard Graduate School of Arts and Sciences <http://sitn.hms.harvard.edu/flash/2017/say-goodbye-antibacterial-soaps-fda-banning-household-item/>

2 – Kampf, G. (2004, October 17) Epidemiologic Background of Hand Hygiene and Evaluation of the Most Important Agent for Scrubs and Rubs, National Institute of Health <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC523567/>

3 – Dinwiddie, M.T. (2014, January 16) Recent Evidence Regarding Triclosan and Cancer Risk [https://www.mdpi.com/1660-4601/11/2/2209/htm?utm\\_source=Global+Healing+Center&utm\\_campaign=7abc6beaa1-Natural\\_Health\\_Blog\\_RSS\\_Feed&utm\\_medium=email&utm\\_term=0\\_7950820145-7abc6beaa1-107880133](https://www.mdpi.com/1660-4601/11/2/2209/htm?utm_source=Global+Healing+Center&utm_campaign=7abc6beaa1-Natural_Health_Blog_RSS_Feed&utm_medium=email&utm_term=0_7950820145-7abc6beaa1-107880133)

4 – Cubells, A (1990, December 31) *The Effect of A Triclosan/copolymer/fluoride dentifrice on plaque formation and gingivitis: a six-month clinical study* European Bioinformatics Institute <https://europepmc.org/article/med/1930698>

## CDC Handwashing Guidelines

Follow these five steps every time.



1 Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



2 Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.



3 Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



4 Rinse your hands well under clean, running water.



5 Dry your hands using a clean towel, then use that towel to turn off faucet and touching surfaces when exiting.

<https://www.cdc.gov/handwashing/when-how-handwashing.html>





GJO10494CT

CPC05262

GJO10496

DIA88047

**Hand Washing  
is BETTER than  
hand sanitizer  
& costs less!**



**Yes We Can!**



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# ANTIMICROBIAL MATERIALS PROTECTION: Sharon Regnas



The fallout from the effects of the Coronavirus disease 2019 (COVID-19) continue to plague us. Our current defense is washing our hands, using hand sanitizer and disinfecting all hard, non-porous surfaces. These practices need to be continued throughout the entire year, not just during cold and flu season.

It is time to look at the not-so-obvious ways that we can keep ourselves and our employees protected from current and future outbreaks. Using products in and around the office that have been manufactured with antimicrobial protection is now more important than ever! You can get a vast assortment of office supplies that have this protection built in – things like file folders, pens, pencils, staplers, scissors, hole punches, chairs, stools, mouse pads, wrist rests, accent rugs.....the list just goes on and on.

Take a minute to sit back and look at all the items in your office that

you touch just within the first 10 minutes of your day – mouse, keyboard, telephone, arms on your chair, desk pad, pen.....having these items with built in antimicrobial protection can give you extra peace of mind. The higher cost of these goods will be offset by less absenteeism which leads to increased productivity.

## What is antimicrobial product protection?

Antimicrobial (an-ti-mī-'krō-bē-əl) product protection is a built-in active ingredient that enables products to resist the growth of microbes such as bacteria, mold and mildew.

## What benefit do I get from products with antimicrobial protection?

This protection continuously fights the growth of microbes It also makes products easier to clean, helps them last longer, and keeps them fresher in between cleanings.

## Do these products need to be cleaned as often or as carefully as an untreated product?

Yes. Antimicrobial protection should never be a substitute for normal cleaning practices.

## Does the protection begin working immediately?

Yes, this protection begins to work as soon as a microorganism comes into contact with a treated product's surface. The technology will remain active 24/7 and for the expected lifetime of the product. The technology is built-in during the manufacturing process and will not wash off or wear away.

To see a list of the Antimicrobial products that Arkansas Office Products carries - click [HERE](#).



### QUICK QUIZ

- 1 Which of the listed products can have antimicrobial protection built into them?**  
A) keyboards B) chairs C) floor mats D) pens E) pencils F) drinking cups G) all are correct
- 2 Antimicrobial protection products require activation for the surface to be antimicrobial?**  
A) true B) false
- 3 Special cleaning is required to maintain the antimicrobial protection of these products?**  
A) true B) false
- 4 It is unnecessary to clean antimicrobial products for them to maintain protection?**  
A) true B) false
- 5 Antimicrobial products can be a key factor in reducing absenteeism?**  
A) true B) false

1 - G, 2 - B, 3 - B, 4 - B, 5 - A



ICX94190040



BOSB210



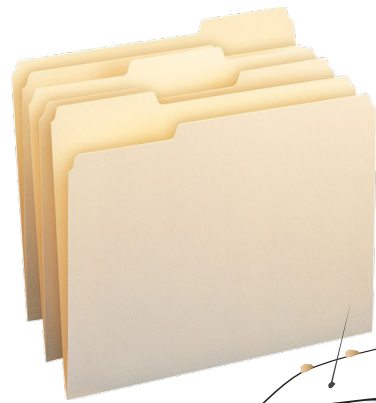
NSN5654875



KMW64407



FEL8080301



SMD10338



LLR59596

**Prevent  
sick days by  
staying ahead  
of microbes?**



**Yes We Can!**



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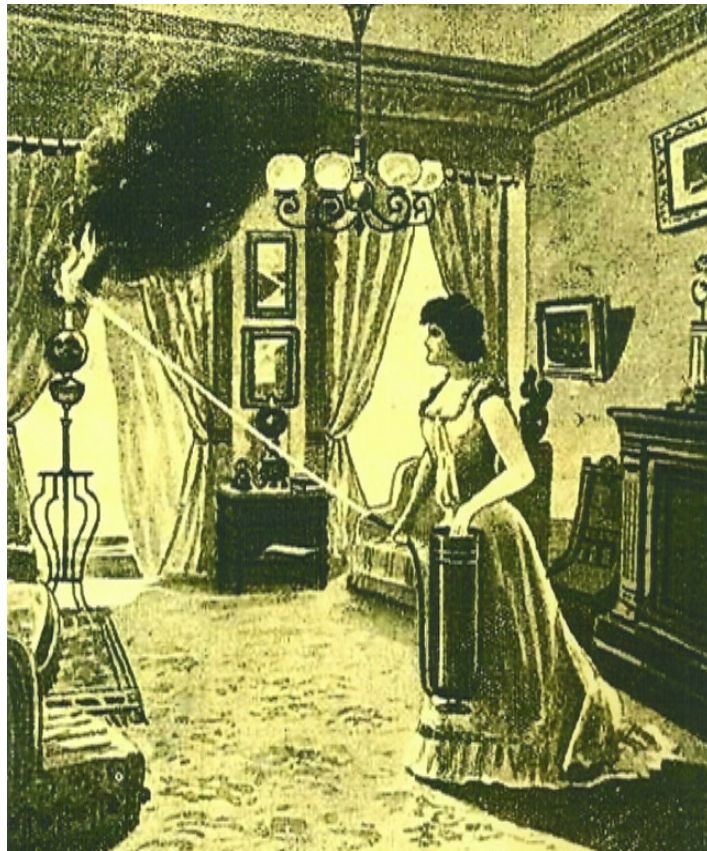
# SAFETY: FOCUS ON FIRE EXTINGUISHERS

Pam Shireman



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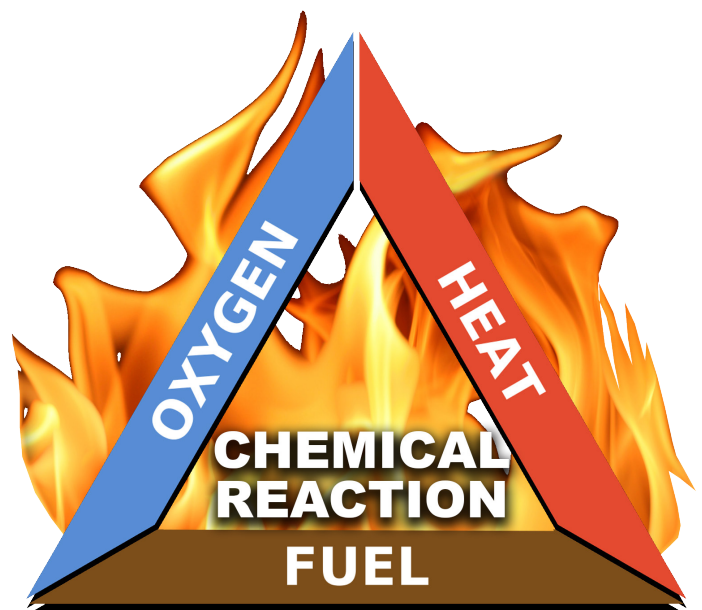
In the middle Ages, “Squirts” were used to put out fires. It worked like a bicycle pump. The nozzle was dipped into water and about one liter was sucked up by pulling out the plunger. The charged squirt was then directed at the fire and the plunger pushed home to eject the water. This might be okay for small fires, but can you imagine using this on a house fire? Squirts were used on the 1666 Great Fire of London.



Today, we have so much more efficient ways of fighting fires. So, let’s learn about the four elements it takes for a fire to exist.

## REMOVE ANY ONE OF THE FOUR ELEMENTS TO EXTINGUISH A FIRE

1. Oxygen-to sustain combustion
2. Heat-to raise the material to its ignition
3. Fuel-to support the combustion
4. Chemical Reaction-between the other three elements



DID YOU KNOW THAT NOT ALL FIRES ARE THE SAME? DIFFERENT FUELS CREATE DIFFERENT FIRES AND REQUIRE DIFFERENT TYPES OF FIRE EXTINGUISHING AGENTS.



**CLASS A FIRES** - ARE FIRES IN ORDINARY COMBUSTIBLES SUCH AS WOOD, PAPER, CLOTH, TRASH, AND PLASTICS.



**CLASS B FIRES** - ARE FIRES IN FLAMMABLE LIQUIDS SUCH AS GASOLINE, PETROLEUM OIL, PAINT, PROPANE, AND BUTANE. CLASS B FIRES DO NOT INCLUDE FIRES INVOLVING COOKING OILS AND GREASE.



**CLASS C FIRES** - ARE FIRES INVOLVING ENERGIZED ELECTRICAL EQUIPMENT SUCH AS MOTORS, TRANSFORMERS, AND APPLIANCES. REMOVE THE POWER AND THE CLASS



# SAFETY

Pam Shireman

...continued from previous page



C FIRE BECOMES ONE OF THE OTHER CLASSES OF FIRE.



CLASS D FIRES - ARE FIRES IN COMBUSTIBLE METALS SUCH AS POTASSIUM, SODIUM, ALUMINUM AND MAGNESIUM.



CLASS K FIRES-ARE FIRES IN COOKING OIL AND GREASE SUCH AS ANIMAL FATS AND VEGETABLE FATS.

## TYPES OF FIRE EXTINGUISHERS

WATER AND FOAM - USED ON CLASS A FIRES ONLY

CARBON DIOXIDE-USED ON CLASS B & C FIRES. USUALLY INEFFECTIVE ON CLASS A FIRES

DRY CHEMICAL-EFFECTIVE ON CLASS A, B, AND C FIRES

WET CHEMICAL-CLASS K WERE DEVELOPED FOR HIGH EFFICIENCY DEEP FAT FRYERS IN COMMERCIAL COOKING OPERATIONS.

CLEAN AGENT-ALSO KNOWN HALON ARE USED FOR B & C FIRES. SHOULD BE USED ON ELECTRONIC EQUIPMENT ONLY.

DRY POWDER- SIMILAR TO DRY CHEMICAL, HOWEVER DRY POWDER ARE USED FOR CLASS D OR COMBUSTIBLE METAL FIRES ONLY.



## SAVE A LIVE WITH A LITTLE KNOWLEDGE

LEARNING ABOUT THE PROPER EQUIPMENT AND THE WAY TO USE FIRE EXTINGUISHERS COULD HELP SAVE YOUR LIFE AND YOUR CO-WORKERS. NO ONE REALLY THINKS ABOUT A FIRE UNTIL IT HAPPENS, SO BE PREPARED!!!!

## HOW TO USE FIRE EXTINGUISHERS

IT IS IMPORTANT TO KNOW THE LOCATIONS AND THE TYPES OF EXTINGUISHERS IN YOUR WORKPLACE PRIOR TO ACTUALLY USING ONE.

WHEN IT IS TIME TO USE THE EXTINGUISHER ON A FIRE, JUST REMEMBER:

# PASS



**Fire Extinguisher Sign**

6 / Pack - Fire Extinguisher Sign  
Red Print/Message Color -  
Tear Resistant, Durable, Water Proof

Item # COS098063

Regular Price \$12.43

Sale Price  
**\$7.19**



**Kiddie Fire Pro 2.6 Fire Extinguisher**

PRO 2.6 fire extinguisher is rechargeable.  
Contains 2.6 lb. of extinguisher agent.  
UL Rated 1-A:10-B:C

Item # KID466227

Regular Price \$ 56.54

Sale Price  
**\$46.88**



**Kiddie Fire Pro 5 Fire Extinguisher**

PRO 5 fire extinguisher is rechargeable.  
Contains 5 lb. of extinguisher agent.

Item # KID466112

Regular Price \$ 68.21

Sale Price  
**\$57.87**



**Kiddie Fire Pro 10 Fire Extinguisher**

PRO 10 fire extinguisher is rechargeable.  
Contains 10 lb. of extinguisher agent.

Item # KID466204

Regular Price \$ 94.37

Sale Price  
**\$86.01**



**Kiddie Fire Auto Fire Extinguisher**

Compact extinguisher contains a fast-acting agent to quickly put out flames. Easy-to-read gauge lets you quickly see if it is charged and ready for use

Item # KID21006287MTL

Regular Price \$ 36.04

Sale Price  
**\$20.74**



**Kiddie Kitchen Fire Extinguisher**

Special-purpose fire extinguisher for oils commonly used in kitchen proprietary nozzle design minimizes the chance of oil splashing

Item # KID21008173MTL

Regular Price \$ 46.49

Sale Price  
**\$28.78**





# SIGNATURE STAMPS

Tom Fenix



In daily business, a quality stamp is often taken for granted. So often, when a supervisor has to have a signature on everything, but they are not always available for signing, a signature stamp is a cost effective solution. Granted, it doesn't take much investigation to discern the difference between an actual signature and a rubber stamped one, but the step in the procedure is at least identified as having had the appropriate review.

When it comes to having a tool for doing a job, a hammer is a hammer is a hammer.... right? Wrong, a poor quality stamp could result in poor signature reproduction, or worse - pools of ink on the documents, desk or clothes!

When it comes to stamps (like so many things in life), there are three basic levels: good, better, and best.

A wooden hand stamp that requires an ink pad is an old reliable option that presents a backup on the rare occasion that the signature stamp

needs pulled out as individual is out sick or something.

The first concern is wear on the stamp itself - there is only so many times it can be pressed onto papers before the rubber starts to wear away resulting in a signature that appears fatter at the edges than in the center, or worse - degradation to the point that the signature is reduced to a Jackson Pollock Painting of nonsensical lines and smudges.

Worse is that these are so rarely used that the assistant has to find a way to re wet the dried out pad, or tries to ink the stamp with a felt tip marker with a barely passable result.

For many customers our better option of the 2000 Plus (we call our "P series stamps") has been a reliable self inking option that has been known to be able to go months with rare use and still print easily, without concern because their ink pad is held inside the stamp and can be refilled when needed. Some of these stamps have been used daily for years getting re inked as needed and maintained with work.

Eventually, the pads will become eroded from the stamp sitting tightly in the pad for so long, and we do sell replacement pads and ink - but who wants to be concerned about getting the ink pad changed in their stamper? Most of us just want it to stamp when we need it.

The pre-inked stamps (our X stamps) are made differently. Instead of the ink being placed on the surface of the rubber pad, the ink is held within the stamp (similar to an ink pen or felt tip marker) and travels through the stamp for printing.

These are able to be used for thousands of impressions without re-inking and as clear on the first imprint as the thousandth. The imprint surface is a more modern material that will be durable and long lasting - often, beyond need.

There are many rubber stamp options we offer and are happy to help find the right stamp fit for your business needs!





**Do you need  
time saving  
stamps?**



**Yes We Can!**



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# Marketing 101: promotional ink pen

Tom Fenix



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Promotional products are a great way of reminding customers and potential customers you exist days, weeks, months, and possibly even years after you have initial contact with them. Sometimes, people can end up with your promotional products without ever having met you and learn of your businesses existence - I remember a few decades back when we were new to Arkansas my dad was having trouble with a noisy exhaust problem on his car, and had come into possession of a pen for a local Muffler Shop - care to guess which business he got his muffler from?

Pens are a great way to promote your business because you never know who will end up with them and end up doing business with you because "they did not feel it was a coincidence they ended up with your pen".

However, not just any pen is "good enough" to put your business name on it. Choosing to put your name on the cheapest pen possible will probably result in ink leaks, poor writing quality (if at all), and other

potential disasters that may cost you business instead of gaining you client.

Here at Arkansas Office Products we have seen every variety of promo pen you can imagine - from "falling apart when you touch it" to quality Cross pens with business names engraved into them, even Parker fountain pens with custom engraving! Granted, major brand pens are pricey, but for some businesses it may make sense - for example, a Mercedes Dealership is probably not going to be giving potential clients the same pens a wrecker service offers.

That said, what we have found is that most people have a standard set of criteria for their choice of promotional pens. First, is a pen that looks good - not something people will think twice about picking up. There are as many color options as one can imagine. Some choose neon colors to grab attention, while others lean towards a generic white body - we suggest using colors associated with your business.

Next thing people prefer to choose is a "click" style pen that retracts the tip inside the shaft

so it doesn't accidentally mark on things. There are a lot of inexpensive promo pens that have removable caps, but all it takes is one time of a cap not being securely placed on and leaking in a purse, or pocket to suddenly become "the business that gave me that pen is the last business I will ever do business with!"

Choosing a pen that writes smoothly is important - if the pen skips, blobs, or splatters ink when writing is not likely to be kept and used by potential clients. There are many options when it comes to inks but "Ballpoint", "Rollerball", & "Gel" are the major three these days. Here is a quick run down of the types:

Ball Point - exactly as the name suggests, it is a small ball that allows the ink to flow over it onto the page. As I know many have experienced, getting the ink just right for flowing out and not leaking is no easy task. This is about the least expensive way to produce a decent writing pen currently, so the majority of inexpensive branded pens



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# Marketing 101: promotional ink pen

Tom Fenix

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use this method of ink delivery.

**Rollerball** - The difference between Rollerball and Ball Point is not the tip, but the ink! In a ball point pen, the ink is oil based, but a Rollerball favors using water based ink. This tends to lean towards the ink drying faster, and therefore less likely to smear. Additionally, the water based ink tends to have less issues with clotting and generally has a smoother (less likely to be “scratchy”) stroke. There is a drawback, if left uncapped, it may dry out and become unusable.

**Gel** - The concept here is simple, a happy medium between Ball Point and Rollerball. This is typically a thick, water based ink that isn't quite as thick as Ball Point paste, while being less likely to blot or smudge. As advanced as technology is

now, no pen is impervious to temperature and altitude - these variables will impact the flow of ink in almost any writing instrument, including gel pens.

Ink and delivery systems are just the tip of the ice burg, there are thousands of different styles of pen bodies. Everything from novelty sword pens (pen is mightier than the sword and all that), and Rocket Shaped pens, to pens on strings to be worn around the neck and even tech pens with a stylus point.

Additionally, there are hundreds of potential vendors that can produce pens with logos on them of various quality, and to be frank, there isn't any simple “trick” to finding the right vendors for producing a good pen product for your business - in reality, it just requires experience with



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vendors (having received poor quality products from some and exceptional products from others) to learn who to order from. (Here at Arkansas Office Products we have a preferred pen vendor and a preferred pen body that gives us consistently good results.)

When you are ready for a promotional pen product that you can be confident will reflect well on you and your business for having chosen it, simply call Arkansas Office Products and we will gladly get it for you with your business name on it!





# PROMOTIONAL PENS FOR EVERY BUSINESS



# Yes We Can!



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# Office Product History: Pens

Tom Fenix



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Pens of various forms have been used since ancient Egypt. The Egyptians created Papyrus paper and had been using reeds to mark on clay tablets, but upon creating ink. The Egyptians learned they could put ink in a reed and as they pulled the reed across the paper ink came out. Some clever Egyptian thickened the ink and cut the tip of the reed in such a way that it came out more smoothly, and voila!

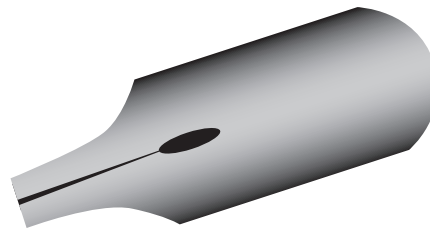
No one knows where the Quill pen was first created. (I think it was a clever Egyptian who noticed goose feathers are hollow like a reed.) It probably took decades (if not centuries) to learn how to cut the feathers just right for ink to be held inside and release correctly as the tip is pressed onto a page. The following illustration depicts a feather (on the left) and a feather after being trimmed to be used as a feather pen (on the right).



There is widespread evidence of quill pens being used 4000 years ago. Being able to write with even a primitive pen was probably as profound of a break through as the movable type printing press (attributed to Johannes Gutenberg

around 1450, some 2500 years later) which meant that information could be written down and kept for when needed, or spread to others that may need it more quickly as written language is commonly agreed to date back to the Sumerians around 5000 years ago... but those are history articles for another time!

The problem with a feather as a writing instrument is that it can only be rubbed on paper a few hundred times before the tip is worn out. With a feather there are only so many times that a new pen tip can be cut before a new feather is required. The metal pen tip (or “nib” was a late arrival on the scene, having only begun being made in the early 1800’s.



For business purposes, this advancement reduced the amount of time having to be spent making of feather pens by probably near 90% as a metal tip lasts thousands of times longer than a feather one!

In order to get the ink to be held inside of the reed, or feather to begin with, meant that there must be ink to dip the pen tip into. This was generally referred to as an “ink well” and what it was made from varied widely – earliest “inks” required ashes to be ground up

and mixed with water to make a paste to more paint than write with as far back as 3000 BC.

The earliest known fountain pen (or pen holds ink inside itself, so that it isn’t necessary to dip into an ink well) is said to be around 950 when a ruler of Egypt demanded a pen that would not stain his hands or clothes. There have been seemingly endless variations of fountain pens, and some are even still regularly used today.

The first patent for a ball point pen was in 1888 to John J Loud. This concept was a small steel ball held in place in a tube with ink behind it, that would allow for writing on rough surfaces like wood, and heavy wrapping paper, but was not a small enough point for writing, but for packaging information it seemed just fine.

Lazlo Brio was a Hungarian newspaper editor who realized newspaper ink dried far more quickly than standard writing ink. His brother happened to be a chemist and the two of them worked together to create a formula for an ink that would be thin enough to travel smoothly over the ball and onto the paper, while thick enough to not flow out too quickly and dry fast enough to be practical - their first patent was filed in 1939. One of their first big clients was the Royal Air Force as (apparently) fountain pens were prone to leaking at higher altitudes.

Following World War Two, a manufacturing boom exploded in ball point pens. The Brio brothers had moved to Argentina and set up

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# Office Product History: Pens

Tom Fenix

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their manufacturing facility there. (In Argentina, a pen is frequently still referred to as a “Brio” for the brothers brand.)

The Brio pen success really flowed when they coupled with a mechanical pencil and brought their product to the USA. Quickly there after (1946) Bic Pens were beginning to be made by a French Firm.

While on a business trip to Argentina, Miton Reynolds (American Entrepreneur) came across the Brio pens, brought samples back to the USA and founded Reynolds International Pen Company with sufficient changes in the design to get his own patent. The “Reynolds Rocket” became the first successful ballpoint pen after debuting at Gimbel’s department store in New York City in 1945 for \$12.50 (about \$180 today). Despite high hopes, ball point pens were not living up to consumer expectations. By the early 1950’s the Reynolds Pen Company closed.

Paper Mate Pens emerged later in the 1950’s. They had created new ink formulas that they happily marketed as “Banker Approved”. In 1954 Parker Pens released “the Jotter” - their first ball point pen design. In less than a year, Parker sold several million pens between \$3 and \$9. Although Bic Pens launched in 1950, it wasn’t until their 1953 campaign for the pen that “Writes the first time, every time!” did they become profitable.

The next advancement in pens was in 1984 with the invention of Gel Pens by Sakura Color

Products Corp in Osaka Japan. The major advancement was the consistency of the ink. The Gel Pen ink viscosity allows for smoother writing and drawing than previous pen tips.

The Pilot Pen Corporation started in 1915 in Tokyo Japan. It was founded when Ryosuke Namiki (who had been a professor at Tokyo Nautical College) left his job to start a small factory producing gold pen nibs. A year later he expanded his product line into writing instruments. (In 2018 Pilot celebrated the company’s one hundredth anniversary.) Pilot had several major innovations including the “Cap-less” fountain pen that retracted the tip inside the pen!



In 1993 the company started selling gel ink roller-ball pens and released the G2 retractable roller-ball pen with gel ink in 1998. Today, the Pilot G2 is about the best selling pen on the market!

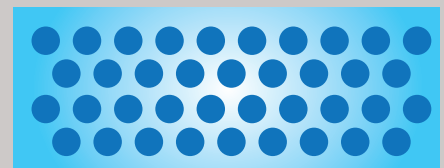


## HOW PENS WORK

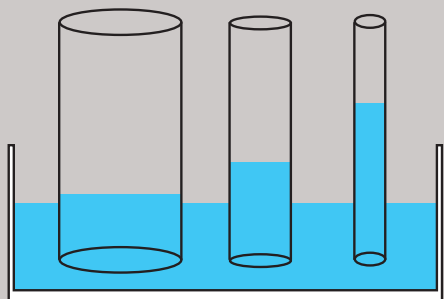
A “pen” is the generic name of an instrument that is used to put ink on a surface through dual use of Capillary Action and Surface Tension. The basic idea is that a drop of liquid will cling to itself unless acted on by an outside force. If you look closely at a drop of water on a table, you will see it resembles the following illustration.



A simple explanation of the fluid dynamics here is that the molecules have all pushed themselves apart equal distances (where they have a comfortable amount of personal space) and will offer some small amount of resistance to being pushed or pulled further - as illustrated here.



Capillary Action is caused by surface tension fighting gravity to hold liquid together in a tube. The following illustration shows air pressure pushes liquid into tubes which appear to defy gravity. The more narrow the tube, the higher in the tube the liquid will be pushed to equalize the pressure.





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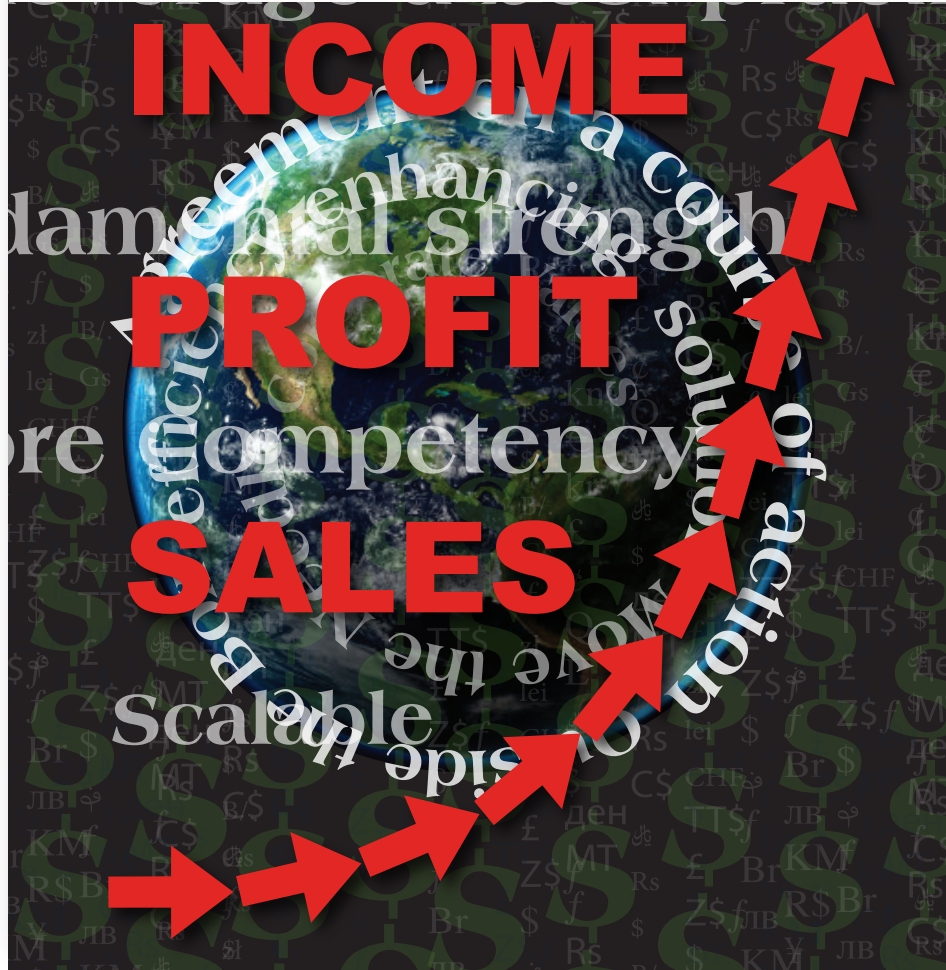
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WINTER 2020

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Business moves fast, don't slow down to keep up with office products - simply read AOP Amplify to keep ahead of what your business needs next season! We will keep you informed, and up to date on trends & seasonal needs - from tax season to Christmas and everything in between, Amplify aims to help amplify your productivity by spending less time dealing with supplies, and more time doing business!

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