SaaSTech Servers

INDUSTRY WEBSITE GUIDE
Workshop workbook

DOMAINS / WEBSITES / BRANDED EMAIL

Office Supplies & Business Equipment



Keep everyday supplies and equipment decisions organized.



Explore a practical website plan and download the guide and planning resources.

Microsoft 365 for your organization.

Make every page useful.

- Separate supplies, equipment and service routes
- Explain repeat orders and fulfilment enquiries
- Make product and compatibility questions clear

Register or transfer your domain to SaaSTech Servers.

saastech.net/industry/office-supplies-business-equipment

Scan for the guide and downloadable resources.

SCAN TO EXPLORE

SaaSTech Servers

SERVING CANADIAN BUSINESSES
Since 1999

Everything your business needs to move online.

Your name. Your website. Your business email.



DOMAIN CITY

Make a name.

Find your domain name or bring one you own.

WEBSITE VILLAGE

Build your online home.

Start with Website Builder or explore WordPress.

EMAIL TOWN

Look the part.

Use your business name in your team's email.

Not sure where to start?

Take a walk down Main Street.

Explore industry guides, website ideas and practical steps for your business.

Start at **saastech.net**

SCAN TO EXPLORE

Getting started with SaaSTech Servers

Create your free account before contacting support. Keep the detachable record private.

1 Create or sign in to your account

Use an email you can access and follow the secure account prompts. No purchase is required.

2 Keep your customer number and call-in PIN ready

Support may ask for both during a call you initiated through verified Contact Us.

3 Enable two-step verification

Have your registered phone or authenticator device with you when calling SaaSTech Servers; you may need it to sign in or verify the account yourself.

Create My Account | saastech.net/create-account

Contact Us	Account Learning Centre	Delegate access playlist

On Contact Us, check your language/region and currency settings, then use the local contact number shown there.

The Account Learning Centre covers setup and delegation for Website Builder and other services. Choose Work with delegates.

Cut or tear out the card below before sharing this workbook

PRIVATE account reference and call-in authentication

Organization or name _____

Account sign-in email _____

Customer number _____

Call-in PIN _____

Domain names _____

Reviewed on _____

Update your call-in PIN at pin.saastech.net or in My Account after signing in.

Never share your account password or call-in PIN with someone helping manage your services. Each helper should create their own SaaSTech Servers account and receive only the delegated permissions they need. Review purchase/payment and account-security permissions carefully.

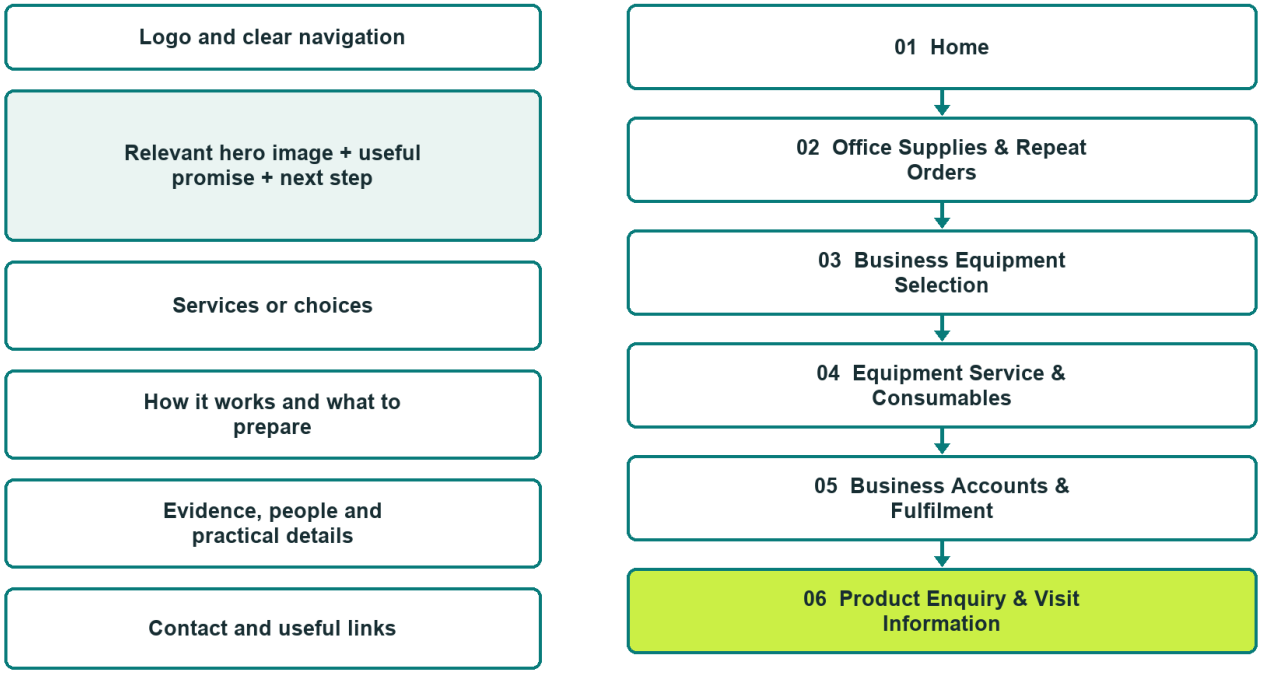
For official support, give the call-in PIN only during a call you initiated through verified Contact Us. Never share passwords, sign-in verification codes or recovery codes.

Do not record passwords, verification/recovery codes, security answers or payment details here. Keep this card safe and cut or tear it out before sharing the workbook.

Use a secure password manager for passwords and recovery information.

Office Supplies & Business Equipment Website workbook

A practical workshop for a 6-page website. Study the example, plan the content and draft your own version in Word or on paper.



Plan → Draft → Build → Test

Capture edition: six genuine unpublished Website Builder desktop excerpts. Review mobile views on the industry page.

Explore Website Builder and compare plans

Before you build

Your business supplies the facts. Prairie Desk & Business Supply is a fictional teaching example, not a live service.



- ☐ Ask about supplies, equipment or account service
- ☐ Verified business identity, services and current contact information
- ☐ A clear enquiry, review and confirmation process
- ☐ Choose original photographs and confirm permission to use them.
- ☐ Keep private customer records out of public website forms.

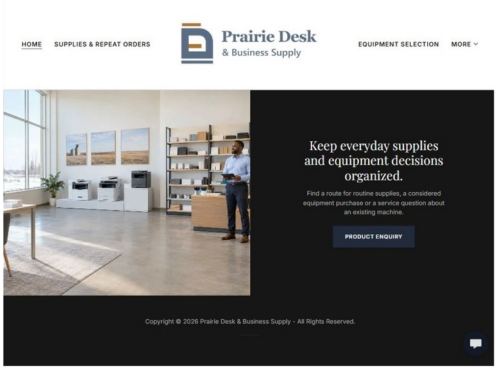
Your audience and the action you want them to take

Facts to verify and people who must approve them

Create your SaaSTech Servers account

01 Home

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Keep everyday supplies and equipment decisions organized.

Find a route for routine supplies, a considered equipment purchase or a service question about an existing machine.

The team reviews exact product references and business needs before confirming compatibility, a quote or fulfilment.

Suggested button: Ask about supplies, equipment or account service

Website advice

Separate consumable supply orders, business-equipment purchasing and equipment-service enquiries, with verified compatibility and fulfilment arrangements.



Your draft: Home

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

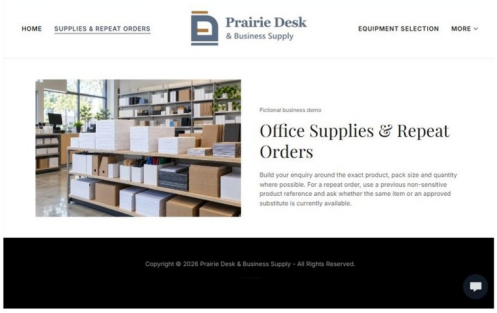
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

02 Office Supplies & Repeat Orders

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Office Supplies & Repeat Orders

Build your enquiry around the exact product, pack size and quantity where possible.

For a repeat order, use a previous non-sensitive product reference and ask whether the same item or an approved substitute is currently available.

Suggested button: Ask about supplies, equipment or account service

Website advice

Group paper, stationery and everyday workplace supplies with product-reference and substitution questions.



Your draft: Office Supplies & Repeat Orders

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

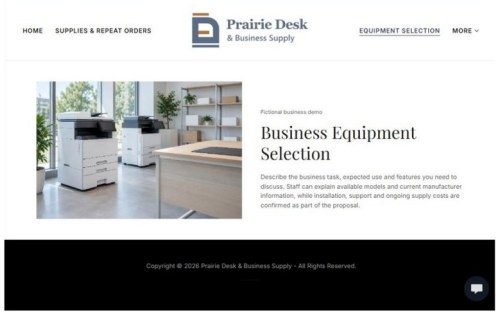
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

03 Business Equipment Selection

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Business Equipment Selection

Describe the business task, expected use and features you need to discuss.

Staff can explain available models and current manufacturer information, while installation, support and ongoing supply costs are confirmed as part of the proposal.

Suggested button: Ask about supplies, equipment or account service

Website advice

Provide a distinct consultation route for printers and other verified equipment categories without inventing specifications.



Your draft: Business Equipment Selection

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

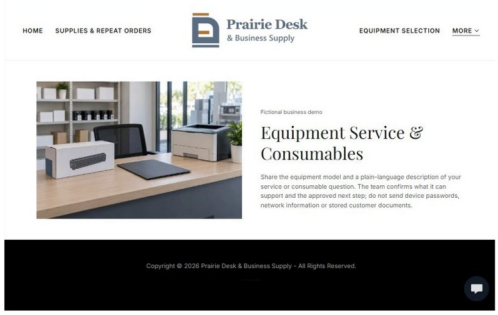
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

04 Equipment Service & Consumables

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Equipment Service & Consumables

Share the equipment model and a plain-language description of your service or consumable question.

The team confirms what it can support and the approved next step; do not send device passwords, network information or stored customer documents.

Suggested button: Ask about supplies, equipment or account service

Website advice

Separate service intake from compatible toner or parts enquiries; do not provide troubleshooting or request passwords.



Your draft: Equipment Service & Consumables

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

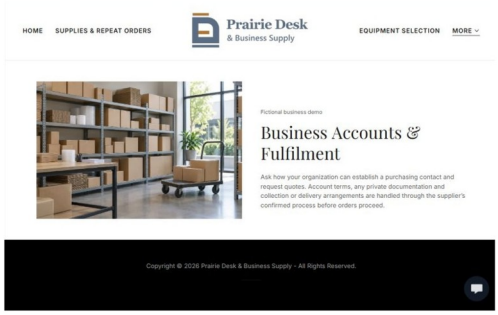
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

05 Business Accounts & Fulfilment

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Business Accounts & Fulfilment

Ask how your organization can establish a purchasing contact and request quotes.

Account terms, any private documentation and collection or delivery arrangements are handled through the supplier’s confirmed process before orders proceed.

Suggested button: Ask about supplies, equipment or account service

Website advice

Explain account enquiries, purchasing contacts, quote approval and delivery review without collecting payment or credit records publicly.



Your draft: Business Accounts & Fulfilment

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

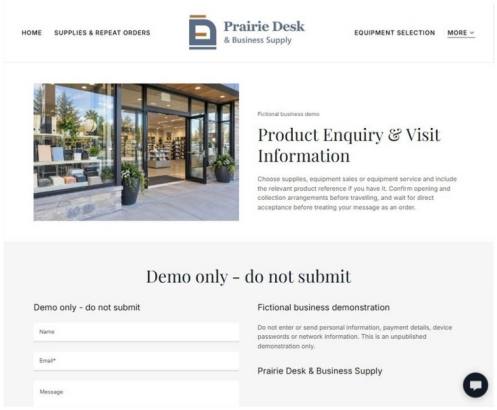
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

06 Product Enquiry & Visit Information

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Product Enquiry & Visit Information

Choose supplies, equipment sales or equipment service and include the relevant product reference if you have it.

Confirm opening and collection arrangements before travelling, and wait for direct acceptance before treating your message as an order.

Suggested button: Ask about supplies, equipment or account service

Website advice

Route customers to the right department with current visit details and a clear enquiry-versus-order distinction.



Your draft: Product Enquiry & Visit Information

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

Test before publishing

Review the whole journey on a desktop and phone. Compare these desktop excerpts with the mobile captures on the industry page.

□ Fictional demonstration only. Verify current products, specifications, compatibility, stock, equipment-service scope and account terms. No live inventory, automatic account approval, manufacturer affiliation or guaranteed delivery is implied; keep financial and device credentials private.

□ Verify every service description, contact route and operating detail.

□ Replace fictional identity and example information before a live launch.

□ Test enquiries, links and downloads on desktop and mobile.

□ Keep confidential records in approved private systems.

□ Obtain operator approval for public wording and images.

□ Check every link, form destination, download and confirmation message.

□ Check logo contrast, hero framing, text sizes and image loading.

□ Save a named backup and assign a content-review date.

Changes to finish and person responsible

Approval and next review date

Website Builder plans and signup