



STAPLES Advantage

Transformation complete.

Your new order consolidation program with StaplesLink.com® is here.

Here's how to make consolidation work.

- Plan ahead — order once a week
- Order frequently used supplies in bulk
- Group orders with those from coworkers and other departments
- Anticipate your needs for regular meetings, special projects, events and new hires
- Look beyond usual core office supplies by including janitorial and breakroom needs

The order consolidation change to your StaplesLink.com program will be effective in just a few days. All orders must now be consolidated to \$50 or more. This change will also yield a 2% reduction in Market Basket Pricing.

Remember to keep a running list of supplies your department needs on StaplesLink.com. Then simply send your entire order on your regular purchasing day.



Look for this change starting April 14, 2010 on StaplesLink.com.