

Ordering too little too often?

Consolidate and save with the **do it right** program.

Consolidating smaller orders into fewer larger ones saves you time, money, and makes you look good too. It's the smart way to go. And it's easy. Just follow these tips and get with the Staples do it right program!

Tips on how to **do it right**:

- Consolidate numerous smaller orders to fewer larger ones
- Order frequently used supplies in bulk so you'll have them on hand
- Anticipate your needs for new hires, regular meetings, etc.
- Compile everyone's orders ahead of time and submit them at once

do it right with the Staples Catalog

Your Staples 2001 Catalog features lists of all the supplies you need to keep on hand:

- Copy centers, page 258
- Mail rooms, page 428
- New employees, page 448
- Conference rooms, page 107
- Effective presentations, page 549
- Mobile/home offices, page 186

In the new 2002 Catalog these lists will appear on Page 5. Also, you'll see banners that suggest other products you may want to keep on hand that are related to the ones you're ordering.

do it right with StaplesLink.com

You can build your order via StaplesLink.com. with your online "order box." Simply compile orders in the "box" day by day until your week's total order is ready to submit. As you build your order your entries are saved automatically. And you can submit it at your convenience—another advantage of StaplesLink.com. If your company isn't using StaplesLink.com, please utilize other ordering methods available to you, such as fax or EDI.

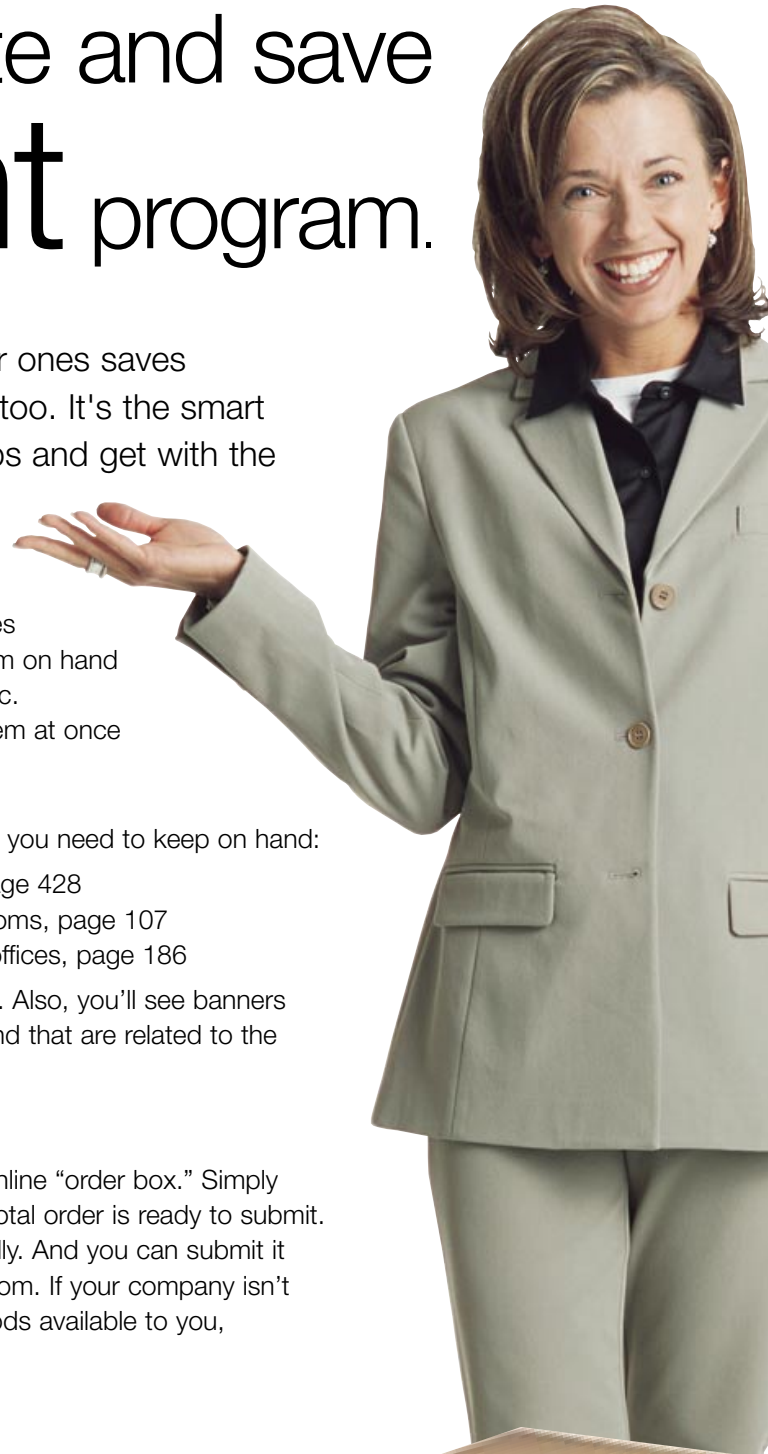
do it right or it could cost you

Studies have estimated that your company's own processing costs associated with each order range from \$90 to \$200*. By consolidating your orders into larger, less frequent ones, you'll save your company money. You'll look smart in the process, too.

do it right and flip this card over

- Copy the template on back and circulate it to the people in your department
- Post it in your office as a reminder for you and your co-workers to do it right
- Use it on a regular basis; for example, compile your Staples orders every Wednesday

*By American Express Corporate Services and Ernst & Young Management Consulting



STAPLES

