

**STAPLES** Advantage



# Do it right.

Consolidate orders. Conserve resources.

*Do it right and make a difference:*

- Buy eco-friendly products
- Print on recycled paper
- Order online and use paper-free catalogs
- Consolidate purchases with coworkers

As the price of fuel rises, so does the cost of doing business. **Oakton Community College** can help counteract this by consolidating your **Staples®** office supply orders. Order consolidation saves money on delivery costs and helps the environment through the use of less fuel and fewer cardboard boxes.

It's all part of the Staples **do it right** Program.

- **Save time** by placing one order versus many orders
- **Save money** by reducing delivery costs
- **Receive one invoice** for easy reconciliation
- **Streamline your receiving process** to make it even more efficient
- **Help conserve natural resources** like gas and trees
- **Help avoid fuel surcharges** so we can continue to offer FREE delivery



## Do it right.

Consolidate orders. Conserve resources.

The **Staples® do it right** Program can really pay off for **Oakton Community College**. You'll get the maximum benefits of your office supply program. And you'll make a positive impact on the environment.

Here are a few tips to help you and your colleagues do it right with cost-effective, efficient orders:

- **Plan ahead** — order once a week.
- **Designate an “orders in”** day once a week in your department.
- **Group orders with coworkers** to reduce small orders.
- **Anticipate your needs** for regular meetings, special projects, events and new hires.
- **Order frequently used supplies in bulk** — everyone will have what they need, when they need it.



If your organization uses EWay.com®, build your order throughout the week and submit the consolidated order at your convenience.

## We're all in this together.

At Staples, we're taking steps to reduce our use of fuel. We limit the top speed of our delivery trucks to 60 miles per hour, which saves more than 500,000 gallons of diesel fuel per year and reduces the carbon footprint of our delivery fleet.

We are also piloting the industry's first hybrid delivery truck, which can deliver fuel savings of 5% to 60%, depending on how the truck is driven.

As part of Staples® EcoEasy<sup>sm</sup> mission to practice environmentally friendly business procedures, saving fuel is just one way that we do it right.

