



SUBJECT: STAPLES ADVANTAGE (orders must be placed using p-card only)

To place orders online at Staples Advantage, register at:

<https://register.staplesadvantage.com/c/s?RegFormId=qDnzgn>

When ordering online there is a \$35 minimum. Delivery is usually next day on most items.

There is no minimum order for shop online/pick up in store. This also allows your purchases to be tracked through the Staples Advantage website which means we can always find your orders/receipts!!

If you would like the option to shop at the local Staples store:

It is best to order online and pick up in store. But, if you prefer to shop in the local store and still receive your contract prices, you will need to register your card at the link below prior to your visit in addition to registering for online ordering.

<https://contractservices.staples.com/CustomerSetupExtWeb/pcardReg.faces?campaignId=21868>