

Overview for Contract

Prior to utilizing a contract, the user should read the contract in its entirety.

CONTRACT DESCRIPTION

- Set up for purchase of Office Supplies (excluding furniture, software, computers, computer peripherals, fax machines, multifunctional print devices and janitorial supplies)
- Twenty-four (24) hour delivery service to the desk-top if desired.
- Core List of items most frequently used
- Non-Core List of items
- No minimum requirement for ordering
- Use of P-Card, www.stapleslink.com fax and telephone ordering
- Dedicated customer service team for questions/answers
- Dedicated sales representatives for questions/answers

CONTRACT INFO

Material or Service	Material	
Title & Contract # (s)	Staples - Office Supplies Contract #4400002323	
Number of Suppliers	1	Pcard enabled: Y/N Yes
Validity Period	June 1, 2008 - May 31, 2010 - option for 3 - 1 year renewals	
DGS BOP Point of Contact	Pam Gabriel	
Contact Phone #	(717) 346-3822	
Email	pgabriel@state.pa.us	

PRICING HIGHLIGHTS

Including Minimum Order Amount (in dollars and/or quantity, if applicable): N/A

- Core List Items discounted
 - Non-core items 52% off list price
 - Toner cartridges 25% off list price
- PIBH Items will be distributed by Staples
 Staples Vendor # 100631
 Staples Customer Service Phone: 1-888-212-7219
 Fax: 1-888-222-8618
 E-Mail: governmentteam@staples.com

PROCESS TO ORDER

► E-commerce - Login into www.stapleslink.com- Pay with a p-card

DGS Contract:

Pam Gabriel -717-346-3822 pgabriel@state.pa.us

Staples Account Representative

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Staples Regional Manager

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