

Ordering too little too often?

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

Consolidating smaller orders into fewer larger ones saves you time and 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 together

■ **do it right** by ordering right

- The way you order can make a big difference for the costs that your company incurs per order
- Placing an order by phone is the most expensive way to order — over 3 times as much as ordering by fax, for example
- Electronic ordering methods are the most economical, so be sure to utilize them if they are available to you

■ **do it right** for your whole department

- Save your co-workers the time and hassle of ordering on their own by keeping a running list of requests for supplies needed in your department
- Designate an "orders in" day once a week by posting a request sheet or getting orders via E-mail
- Compile and submit your consolidated department order to Staples every Wednesday, for example

■ **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* for manual purchase orders. 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** scroll down

- Print out the template below 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**
- Compile and submit your Staples orders once a week



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