

ADDITIONAL INFORMATION:

Use UNSPSC category number 44121600
(LaGov) Use commodity number 615-99-061950
(AGPS)

Mandatory Use

Unless exempted by R.S. 39:1554 or R.S. 39:1572, state executive branch agencies are required to purchase from this contract. If an item on this contract does not meet an agency's needs, they may submit a letter of justification with approvals (as required by the agency) to the Office of State Procurement for review. The agency will be notified if approval has been granted by the Director of State Procurement.

Deliveries

Orders placed before 5:00 p.m. local time for stocked items will be delivered next- business day, with the exception of backordered or special-orders. Additional freight charges may apply for desk-top delivery, special delivery, non-standard delivery, rush delivery or special or custom order products.

Minimum Order

There are no minimum order limits and small order fee.

Ordering

Customer Service will be available Monday through Friday from 8:00 a.m. to 8:00 p.m. EST through a toll-free number: (877) 826-7755. Orders may also be placed online at: order.staplesadvantage.com.

Product Returns

Contractor will accept returns of a product in resalable condition, within the applicable return period, with its complete and original manufacturer's packaging intact and undamaged, including Universal Product Code (UPC), manuals and parts and a copy of the packing slip. The applicable return period for different products are as follows:

Office and Facility Supplies – 30 days

Small Business Machines – 14 days