



**STAPLES** Advantage

## Get better mileage from your office supply program

Staples closely monitors the volatile price of fuel in today's market. Our delivery fleet is affected by every tick in price. In order to avoid fuel surcharges and delivery fees, Staples in cooperation with the University of Hartford is instituting a minimum order amount of \$35.00 on every Staples order. Doing so will reduce the number of individual shipments that Staples makes, lowering delivery costs and helping the environment by using less fuel and fewer cardboard boxes.

Here are a few tips to help you and your colleagues place cost-effective, efficient orders:

- **Submit orders that are above \$35.00**
- **Plan ahead and order once a week.** Consider how much of each item your group or department needs and place one order.
- **Order frequently used supplies in bulk** so you'll have them on hand.
- **Group orders with co-workers** and other departments to consolidate many smaller orders to fewer larger ones.
- **Anticipate your needs** for regular meetings, special projects, events, and new hires.

### What Staples is doing to save fuel

At Staples, we're reducing our use of fuel by limiting 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 percent, depending on how the truck is driven.



**You can help your company get the maximum benefits from your Staples office supply program and have a positive impact on the environment.**



# UNIVERSITY OF HARTFORD

To: StaplesLink Users

From: Purchasing

Date: September 11, 2009

Re: New Order Minimums and Delivery Days

The University is working in conjunction with Staples to find ways to improve efficiencies while making a positive impact on the environment. Order consolidation saves money on delivery costs and helps the environment through the use of less fuel and fewer cardboard boxes. With this in mind as of September 21, 2009 a new minimum order amount of \$35.00 per order will go into effect on StaplesLink. Also delivery to the University will be reduced by one day. Meaning shipments will arrive here Mondays, Tuesdays, Wednesdays, and Thursdays, no delivery to campus on Fridays.

Here are a few tips for placing cost-effective, efficient orders:

- Submit orders that are above \$35.00
- Plan ahead and order once a week
- Order frequently used supplies in bulk
- Group orders with co-workers
- Anticipate your needs

StaplesLink is taking additional steps to reduce fuel by limiting the top speed of the delivery trucks and also piloting a hybrid delivery truck. For more information please see the attached information sheet.

If you have any questions concerning the new order minimum or reduced delivery days with StaplesLink please contact Dawn Newton at x5514 or via [dnewton@hartford.edu](mailto:dnewton@hartford.edu).