



A custom program for Colgate University

Staples® is Colgate University's preferred supplier. You have access to a program with easy ordering and exclusive savings on thousands of products for your entire campus, from classrooms to the student union.

- Classroom supplies
- Facilities, safety and wellness supplies
- Breakroom supplies
- Promotional products

Help with sustainability efforts – when shopping for products, use the recycled and eco filters to choose items that have the lowest impact on the environment. Within the Top 10 Sustainability Items are remanufactured laser toner and hanging folders.

Consolidating orders helps to reduce packing waste and emissions. To encourage consolidation and help keep costs low, there is a \$50 order minimum.

Start ordering today at [StaplesAdvantage.com](https://www.staplesadvantage.com).

For more information on this program, contact purch@colgate.edu.

The Colgate Staples program is based on the E&I cooperative contract, providing pre-negotiated low overall pricing.



Sourcing. Strategy. Savings.

E&I is the member-owned sourcing cooperative focused on education. E&I connects members with cost-saving competitively awarded contracts, electronic procurement platforms and consulting services.

**See more information
on next page >**

A complete program for Colgate University.

Staples offers everything you need for your workday through this customized program. Below are some highlights of items available through the Colgate University Staples program.

Eco-Conscious/Recycled Products

Staples offers a wide variety of products that are environmentally-friendly. In the “Products” menu, choose “Eco-Conscious/Recycled Products” to see the full selection. You can also select the “Eco-Conscious” filter under the “Show Only” filter when searching for products.



Value Packs

Stock up and save on the business essentials you need for your workday. From writing instruments and general supplies to notepads and sticky notes, search “BusinessEssentialValuePacks” on StaplesAdvantage.com to find the selection of these items.



Promotional Products

From tote bags to tumblers to flash drives and pens, order your logo on a variety of items. Staples is one of the largest suppliers of promotional products in the country. Order these items on StapleAdvantage.com or contact Allen.Crowley@staples.com for more details.

Recycling Bins and Wastebaskets

Make it easy for everyone to recycle or put trash in its place – make sure you have the right collection bins in the right areas. Staples can help you select the best products for the different areas of campus with a full line of products from Rubbermaid Commercial and Brighton Professional. Search for products on StaplesAdvantage.com or contact your Account Manager at Allen.Crowley@staples.com to discuss solutions.



Breakroom Products

Staples offers a full selection of breakroom products, including water cooler service, brewers and more. Order supplies through StaplesAdvantage.com. For questions, contact cecfacilities@staples.com.

Staples Customer Service

Live Chat on StaplesAdvantage.com
(877) 826-7755 or support@staplesadvantage.com
Monday through Friday, 8 am to 8 pm ET.
The Colgate University Staples account number is 1004348.

