



Welcome Caltech

Meet your designated Staples team / Town Hall

AGENDA

- Welcome
- Staples Support Team
- Sustainability & Diversity offering
- Print Solutions
- Facility Solutions
- Furniture Solutions
- Breakroom Solutions
- Q & A

Dedicated Support

Staples Customer Service Team

Live representatives will assist with delivery, urgent inquiries, tracking backorders, returns, and billing questions.

Live Chat as you shop Staples online

Phone: (877) 826-7755

Fax: (877) 609-7770

Email: Support@StaplesAdvantage.com

Key Account Executive

Your main point of contact who understands your organization's objectives and goals. Brings insights and ideas on tailored product and service solutions to meet your specific needs. Accountable for ensuring maximum value, and support from your Staples program.



Laura Pokorny

Email: Laura.Pokorny@Staples.com

Phone: (858) 335-3950

Customer Success Consultant

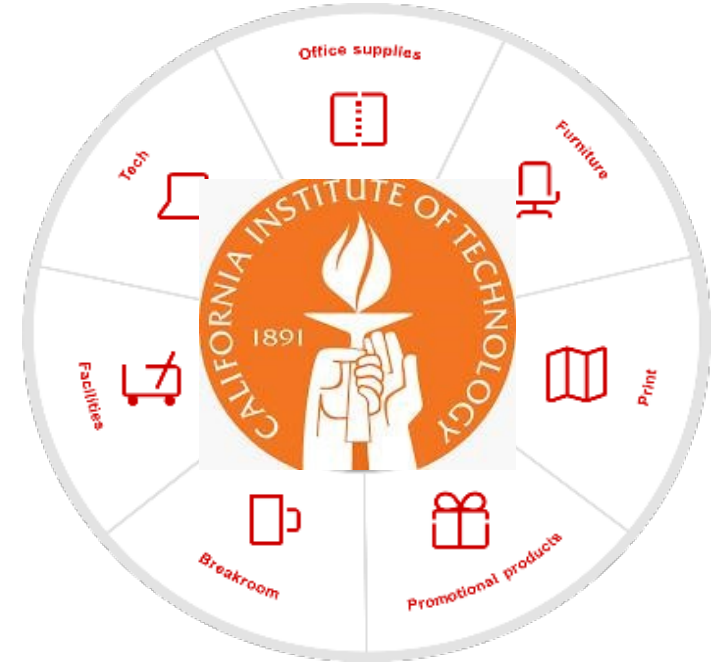
Your core team's contact to support account level and program-specific requests, special projects, and complex implementations.



Lori Lamm

Email: Lori.Lamm@Staples.com

Phone: (714) 868-4566



Category Experts

Email your Staples Key Account Executive, Laura Pokorny, to contact the Staples industry experts for consultation on products and services that help you gain operational efficiencies while saving time and money.

Facilities/Safety

Richman Tine

Richman.tine@staples.com

Furniture

Dave Massa

David.Massa@staples.com

Breakroom

Salvador Nieves

Salvador.Nieves@Staples.com

Print

Leslie Almeida & Cristina Doris

Leslie.Almeida@staples.com

Cristina.Doris@staples.com

Wherever you need us, we've got you covered.

Staples Business Advantage® offers much more than office supplies . Let us help you keep your staff productive, connected, and inspired.

Office Supplies



Desk supplies, everyday tech like mice, keyboards, headsets, ink, toner, paper, plus Staples Brand quality products with a 100% satisfaction guarantee.

Breakroom



Cleaning solutions, high-quality commercial grade furniture, coffee brewer programs with installation and maintenance, water and filtration services, snacks, paper products, and every breakroom essential.

Facilities Solutions



Facility specialists conduct a free site assessment to provide you with ways to reduce cost, time and waste from the brands you know and trust.

Furniture



Our **furniture consultants** work upfront to understand your organization's industry needs and culture companies to create a program approach

Staples Brands



Innovative brands that are engineered to get the job done right. Quality tested, thoughtfully designed, unfailingly dependable and designed for efficiencies.

Print & Marketing Services



Professional quality digital prints, custom design services and marketing materials including digital and wide format prints.

Promotional Products



Your brand partner to help you make an impression with balanced merchandise, customized eStore with branded merchandise, incentive and recognition programs and custom kitting and packing services.

Managed Print Service (DEX)



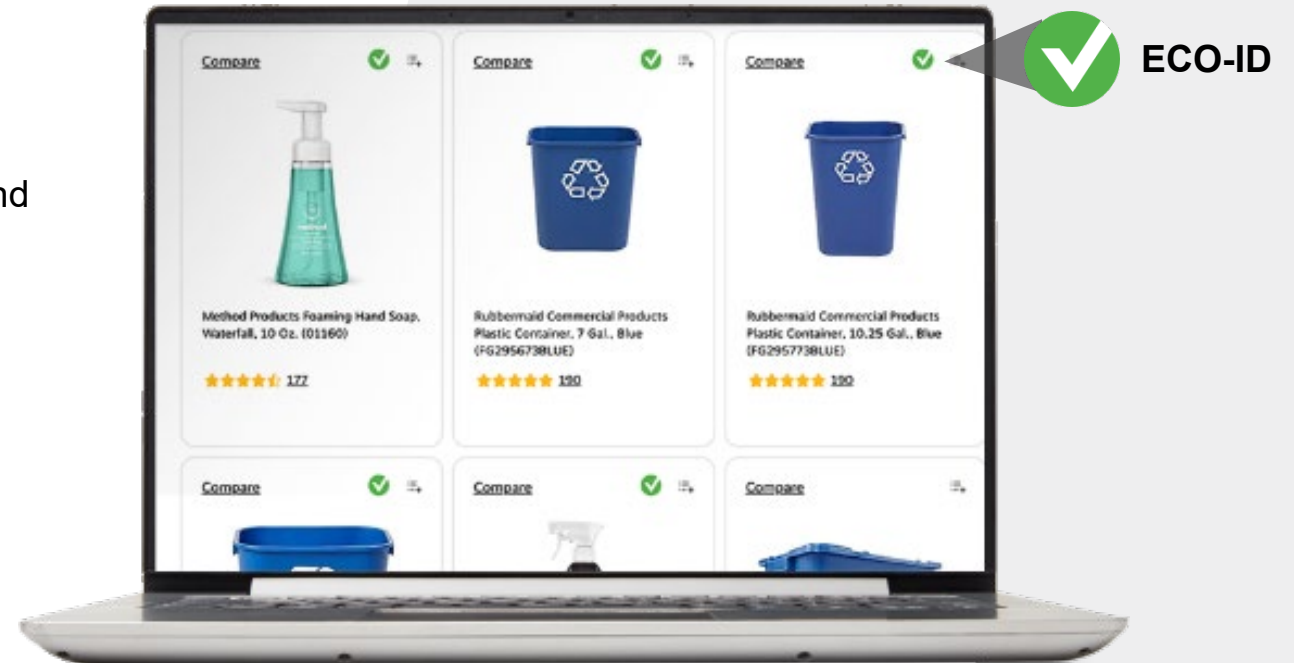
Printer and copier hardware for lease from the industry leaders to save time and money with toner auto procurement and cost per page programs for your printer fleet.

EASY ONLINE ORDERING THROUGH TECHMART

Eco shopping made simple

Just look for the icons on our website.

- ▶ 50+ eco features tracked
- ▶ Eco-ID: Our primary environmental icon used across search and navigation pages for “better” and “best” eco products (Energy Star, Organic, Green Seal, 30% post-consumer recycled, etc.)
- ▶ Eco-Feature: Used on product detail pages for those products that have eco attributes but don't meet Eco-ID (refillable, solar powered, SFI certified, B Corp company, etc.)
- ▶ Industry-leading reporting on environmental purchases



ECO-ID



ECO-FEATURE

 Staples Business Advantage.



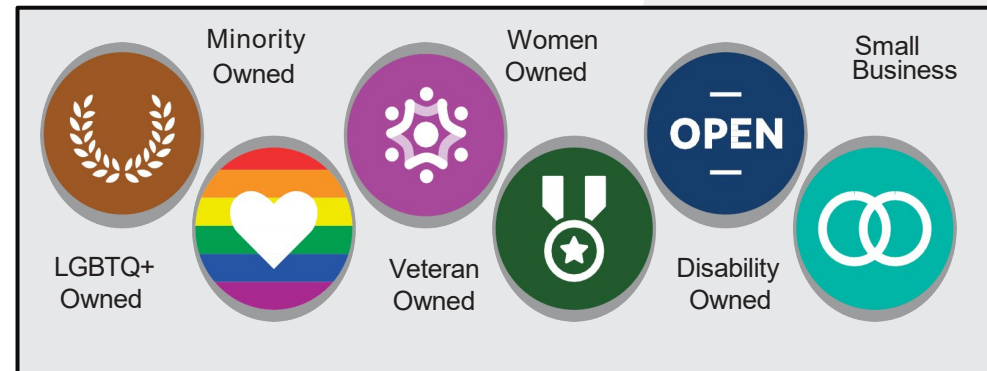
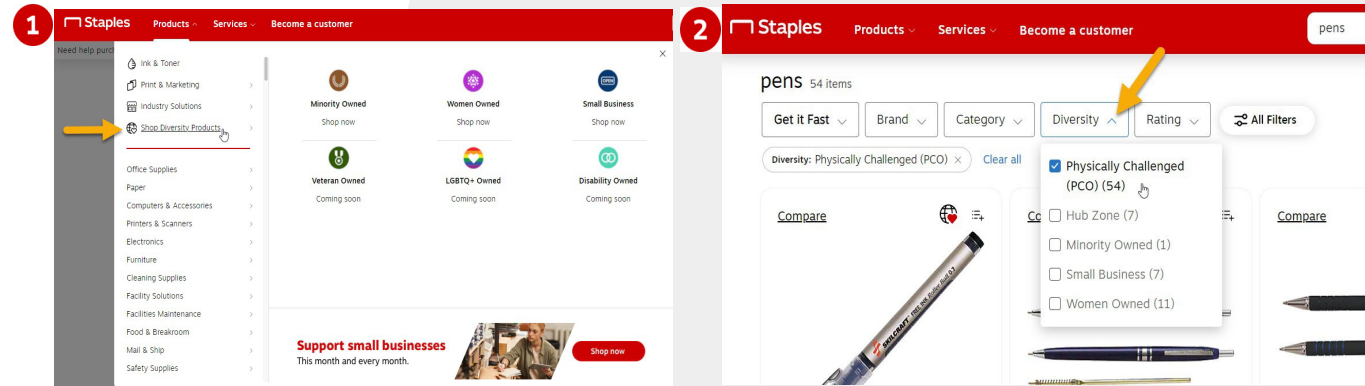
Support diversity through your purchases.

Staples makes it easy to meet your diversity spend initiatives.

By purchasing brands owned by minorities, women, veterans, members of the LGBTQ+ community, persons with disabilities or small businesses, you help these organizations grow.

Helping you achieve your objectives:

- As you shop, look for the diversity icon, which indicates the product is manufactured by a diverse group. To see which type, click the product to see the full details.
- Filter to find diversity products
- Easily track your diversity spend
 - Reporting options to help manage your Diversity Two program
 - Diversity spend reports, diversity product alternatives, and a diversity report card



Staples Business Advantage.

To learn more about diversity products, visit the [Diverse Suppliers Shop](#).

DELIVERY CAPABILITIES

Get everything shipped to your workplace

- ▶ **Free**, fast delivery* with next business day delivery for orders placed by 3 pm (PST) Monday-Friday
- ▶ Industry-leading fill rates to get what you need when you need it
- ▶ Delivery details included in the shipping label to ensure correct delivery
- ▶ Our friendly team of Staples fleet professionals and couriers provide fast service to keep your business moving

*based on your order minimum to consolidate orders, shipments and conserve natural resources



Staples Print & Marketing Services

Leslie Almeida and Cristina Doris



Your total **Print Partner**

MAKING IT EASY TO GET EVERYTHING YOU NEED

You know us for ink and paper, but we also provide a wide range of professional print solutions that are fully integrated with your Staples Advantage program. That way, it's easier than ever to manage high-volume print needs, from day-to-day basics to comprehensive projects.

PARTNERSHIP

- Your print partner with dedicated account management industry expertise
- We offer print expert consultations to identify how to streamline your print process and gain cost savings and efficiencies

BRAND CONSISTENCY

- One stop print shop for events, campaigns, everyday collateral and unique projects
- Everyday documents & projects online quick print for delivery or pick up in store nationwide

SERVICES

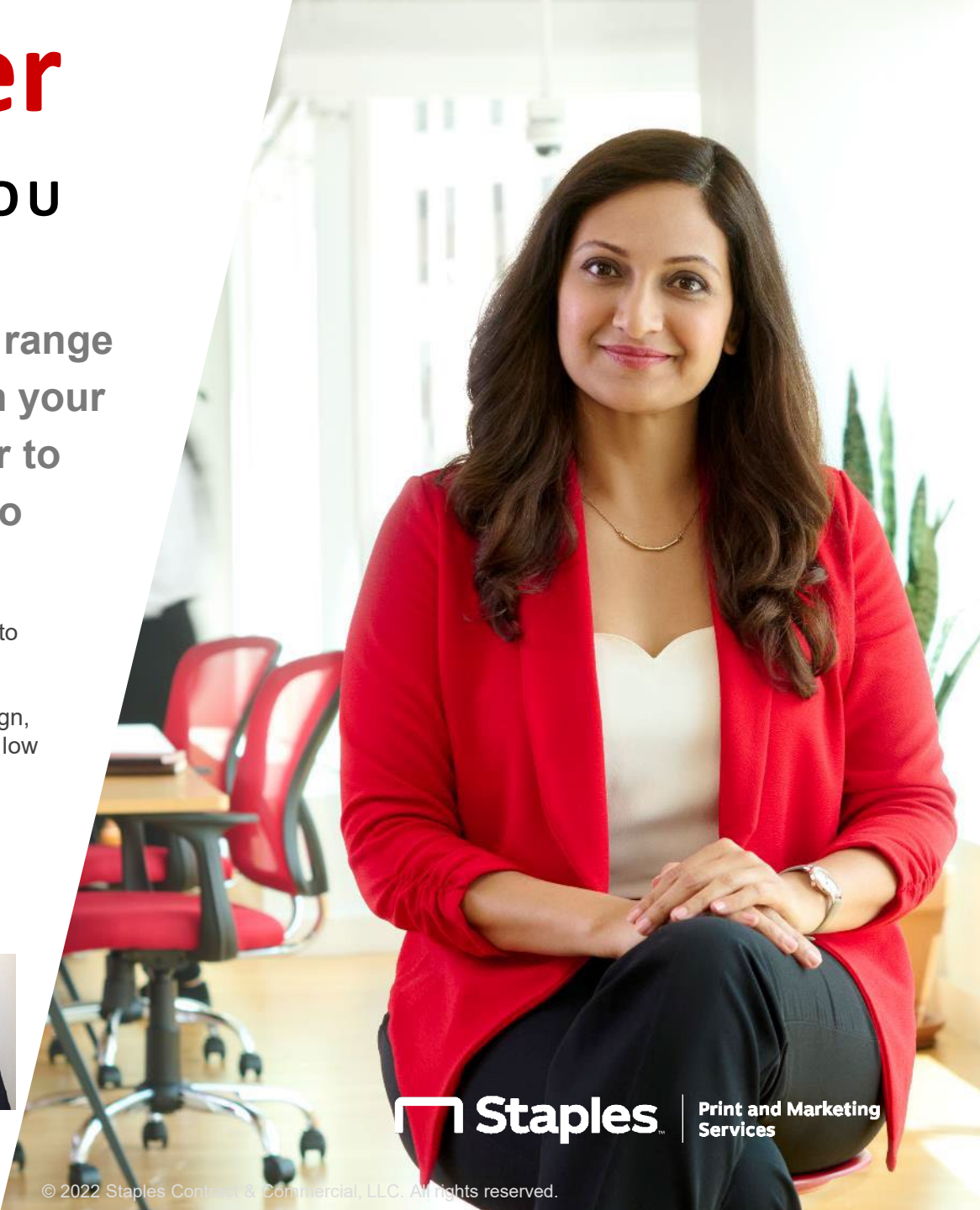
- Graphics design services to design all your marketing materials
- Direct Mail services - design, printing, & mailing for one low price



CRISTINA DORIS
 Account Development Manager
 Print & Marketing Services
 M: (480) 206-3536
 cristina.doris@staples.com



LESLIE ALMEIDA
 Account Executive
 Print & Marketing Services
 O: (508) 253-2240
 leslie.almeida@staples.com



**See next page for a complete list of products and services.*

Your one-stop print shop.

Your print partner with dedicated account management industry expertise to ensure brand consistency.

PRINT ESSENTIALS



- ▶ Business cards
- ▶ Envelopes and letterhead
- ▶ Badges and lanyards
- ▶ Presentation folders
- ▶ Custom memo pads and Post-It® notes
- ▶ Date and numbering stamps
- ▶ Pre-inked stamps
- ▶ Rubber-faced stamps
- ▶ Self-inking stamps
- ▶ Stamp ink and pads
- ▶ Embossers

SIGNS



- ▶ Posters
- ▶ Indoor and outdoor banners
- ▶ ADA, desk and wall signs
- ▶ Retractable banners
- ▶ Engineering prints
- ▶ Window, wall and floor decals
- ▶ Magnetic signs
- ▶ Parking and yard signs
- ▶ Die-cut signs

MARKETING



- ▶ Brochures
- ▶ Catalogs
- ▶ Postcards
- ▶ Magazines
- ▶ Flyers
- ▶ Door-hangers and rack cards
- ▶ Gift certificates
- ▶ Custom calendars
- ▶ Event tickets
- ▶ Bag tags
- ▶ Design services

DIRECT MAIL



- ▶ Every door direct mail
- ▶ List purchase and management
- ▶ Print management
- ▶ Kit assembly and fulfillment
- ▶ Local and nationwide distribution

DOCUMENT PRINTING



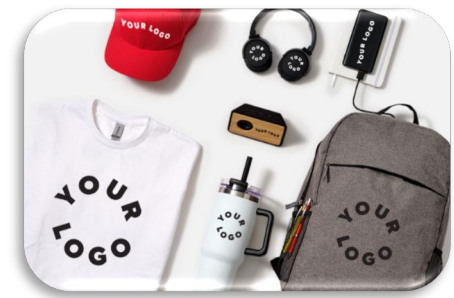
- ▶ Presentations
- ▶ Booklets
- ▶ Newsletters
- ▶ Sell sheets
- ▶ Handbooks
- ▶ Directories
- ▶ Reports
- ▶ Digital color and black & white
- ▶ Full-service binding and finishing

CUSTOM LABELS



- ▶ Mailing labels
- ▶ Marketing labels
- ▶ RFID labels
- ▶ Shelf signage
- ▶ Point of sale
- ▶ Product identification
- ▶ Thermal labels

PROMOTIONAL PRODUCTS



- ▶ Apparel
- ▶ Headwear
- ▶ Bags
- ▶ Drinkware
- ▶ Writing
- ▶ Office and Tech
- ▶ Gifts and giveaways
- ▶ Trade Show and events
- ▶ Recognition and awards

Staples Facility Solutions

Richman Tine

Reduce operating costs

One of the largest

Janitorial supply distributors in the country

Free site assessment

Facility expert consultation provides insights on ways to gain efficiencies and savings

Reduce operating costs

Consistent product, pricing and service nationwide to reduce operating costs



Cleaning & Janitorial Products (toilet tissue, paper towel, trash liners, chemicals etc.)

- ***Matting-Includes custom logo matting***
- ***Floor Equipment and Tools***
- ***Period care products and vending machines***
- ***Air Purifiers and MERV Filters***
- ***No Cost Dispenser Programs (towel, tissue, soap, sanitizer and chemical dilution)***
- ***Safety & First Aid (Gloves, heat stress prevention, first aid kits etc.)***
- ***AED Equipment & Trainings***



Richman Tine

Key Account Executive
Facilities

M: (424) 944-6025

Richman.Tine@staples.com

We cover your entire workplace

JanSan



- ▶ Liners
- ▶ Paper towels & bath tissue
- ▶ Soap/sanitizer
- ▶ Chemicals, cleaning tools and dispensers
- ▶ Front of house cleaning products

Sustainable solutions



- ▶ Eco-conscious assortment to help achieve your sustainability goal
- ▶ Assistance with LEED certification

Breakroom



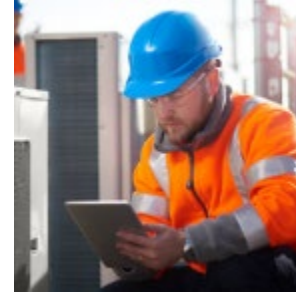
- ▶ Perk breakroom items have great quality with a little personality to bring some fun
- ▶ Coffee brewers, installation and maintenance
- ▶ Snacks
- ▶ Kitchen cleaning products
- ▶ Single invoice

First aid & safety



- ▶ AED
- ▶ First aid kit
- ▶ CPR kit
- ▶ **Personal protective equipment (PPE)**
- ▶ Wet floor signs
- ▶ Fire extinguishers
- ▶ Ice melt
- ▶ Batteries

Building maintenance



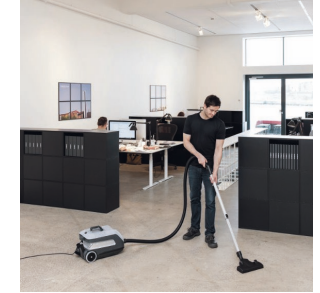
- ▶ Ceiling tiles
- ▶ Door kick plates/stoppers & handles
- ▶ Plumbing fixtures
- ▶ Air filters
- ▶ Signage
- ▶ Changing tables
- ▶ Lighting

Receptacles



- ▶ Decorative
- ▶ Front of the house
- ▶ Back of the house
- ▶ Outdoor
- ▶ Pet waste
- ▶ Smoker station
- ▶ Recycle programs

Floor care



- ▶ Vacuums
- ▶ Wet vac
- ▶ Floor scrubber
- ▶ Front entry
- ▶ Outside
- ▶ Custom logo

FREE SITE ASSESSMENT

Your Facility Expert will find ways to help you meet your goals

Savings and efficiencies

We'll find ways to save money and time in every area

Product consolidation

We'll recommend ways to do more with less

Custom recommendations based on your sustainability focus

Advice for the times

Your GBAC* certified expert will help you move forward

* By consolidating facility vendors to just one delivery per week, it significantly reduces your carbon footprint.

Current bath soap



Locally-supplied proprietary refills



Discontinued dispenser & refills



Bacterial contamination, poor aesthetics

Enhanced bath soap solutions



Purell touchless soap & sanitizer dispensers

- ▶ Standardized
- ▶ Contained – more hygienic refills
- ▶ Battery on-refill power for labor saving and sustainability option

 **Staples** | Facility Solutions

Staples Furniture Solutions

Dave Massa

An inspired office, from start to finish

Whether it's a single chair, home office upgrade or in-office furniture refresh – we're here every step of the way.

Dedicated team

Customized solutions & programs developed by furniture experts and delivery & installation specialists

100s of Vendors

Reliable, high quality business furniture from trusted brands that perform reliably year after year

Solutions for every space

Every area has a unique purpose, we'll work with you to create spaces that inspire

- ▶ Available **online ordering** allows you to customize the items your team needs – while supporting their daily needs
- ▶ Our **furniture consultants** work upfront to understand your organization's industry needs and culture companies to create a program approach
- ▶ The right **assortment of quality furniture** from leading manufacturers delivered reliably means you have the products fit for the task
- ▶ **Need furniture fast?** A full assortment of seating, desks, storage, and more with quick ship options delivering in as few as 2 days
- ▶ **Delivery & installation** – enhanced furniture services from professional installers make it easy for your team to enjoy their furniture without the hassle

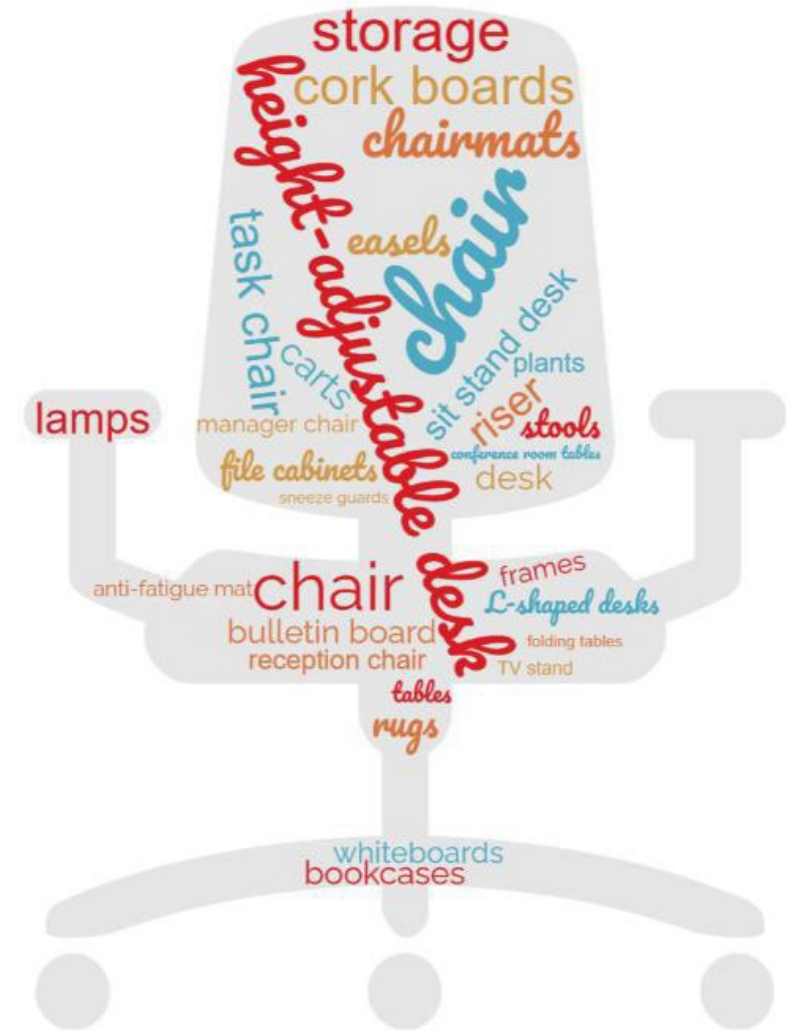


CURATED FURNITURE ASSORTMENT

Products you can trust

Our top lineup of products and brands all available on StaplesAdvantage.com or special order:

- ▶ **Chairs & Seating**
 - ▶ Lobby & Guest Seating
 - ▶ Lounge & Soft Seating
 - ▶ Chair Mats
 - ▶ File Cabinets
 - ▶ Storage & Bookcases
 - ▶ Shelving
 - ▶ **Boards & Easels**
 - ▶ Carts & Stands
- ▶ **Bulletin Boards**
 - ▶ TV Carts
 - ▶ Glass & Dry Erase Boards
 - ▶ Lecture Stands
 - ▶ Mobile Boards
 - ▶ **Desking**
 - ▶ Computer Desks
 - ▶ Corner & L-Desks
 - ▶ **Risers & Sit-to-Stand units**
- ▶ Height-Adjustable Tables
 - ▶ Conference Room Tables
 - ▶ **Folding Tables**
 - ▶ Home & Office Décor
 - ▶ **Frames**
 - ▶ **Lamps & Lighting**
 - ▶ Artificial Plants
 - ▶ Artwork
 - ▶ Partitions & Dividers



HON.



Allsteel®

Gunlocke®

SAFCO®



Humanscale®



Trendway >



NATIONAL.

UNION & SCALE™

LET'S LOOK AT

Our furniture solutions

- ▶ **Expert guidance for solution driven programs** to meet your budget and needs
- ▶ **Professional delivery & assembly** in the office or residential
- ▶ **Simple ordering & easy setup** of unlimited users for online ordering to meet your business requirements
- ▶ **Create flexible spaces** for collaboration and improve productivity
- ▶ **Improve work from home** with ergonomic solutions, residential delivery and professional assembly services



High quality commercial grade
Ergonomic solutions
Standards programs
Work from home
Assembly services



WHY PARTNER WITH STAPLES?

We're here every step of the way.

Whether it's a single chair, home office upgrade or in-office furniture refresh:

Everyday furniture needs – buy online



Easy online ordering for everyday furniture needs - like chairs, desks, boards, filing, chair mats and décor.

Sourced furniture solutions



Commercial-grade furniture from over 150+ trusted brands to fit any budget.

Standards programs



Drive consistency across all locations and employees nationwide with a curated assortment of furniture items.

No project is too large



Full design and project management services available through our partnership with HiTouch Business Services.

EVERYDAY FURNITURE

Easy to order and delivered fast

- ▶ Chairs & seating
- ▶ Desks, tables & height-adjustable tables
- ▶ Carts, stands & risers
- ▶ Space creation solutions
- ▶ File cabinets & storage
- ▶ Boards & easels
- ▶ Lighting & décor
- ▶ Chair & anti-fatigue mats

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Staples Furniture Solutions

Staples Breakroom Services

Salvador Nieves

Introducing **Total Coffee:** Much more than coffee.

Total Coffee is a comprehensive program that offers no-cost coffee brewers along with installation, maintenance, supplies, and of course, our incredible selection of coffee and specialty beverages.

- **No upfront cost and no-hassle service.** Delivery, installation, and end-to-end service for all your spaces and locations, with no upfront costs with a minimum monthly breakroom spend.
- **Unmatched variety and quality.** A wide selection of brewers from top brands that can make a variety of traditional and specialty beverages. Plus, cups, creamers, stirrers, and sugar – a total coffee solution.
- **Expert guidance.** Our program experts leverage their expertise to recommend a solution customized to the size of your workplace and preferences of your employees.
- **Smartest selection.** More than 2,000 breakroom products that contribute to your monthly minimum spend – including water, snacks, plates, bowls, and cutlery – with next-day delivery available to over 98% of the US.



Why Staples Business Advantage is the trusted coffee brewer provider:

- #1 seller of K-Cup® pods to businesses in the US.
- Over 50,000 brewers installed and serviced nationwide.
- Comprehensive selection of brewers that make a variety of traditional and specialty beverages from top brands.

TRUE CLEAR

CAFE BUSTELO

Coca-Cola

DART

INTERNATIONAL Delight

DIXIE

DUNKIN'

NESCAFÉ

FLAVIA

Folgers

G

HERSHEY'S



KIND

m&m's

perk

KEURIG COMMERCIAL

NESPRESSO PROFESSIONAL

Nestlé Coffee-mate

SOLO

Splenda

PICK ME UP PROVISIONS



Salvador Nieves

Key Account Developer
Facilities

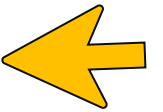
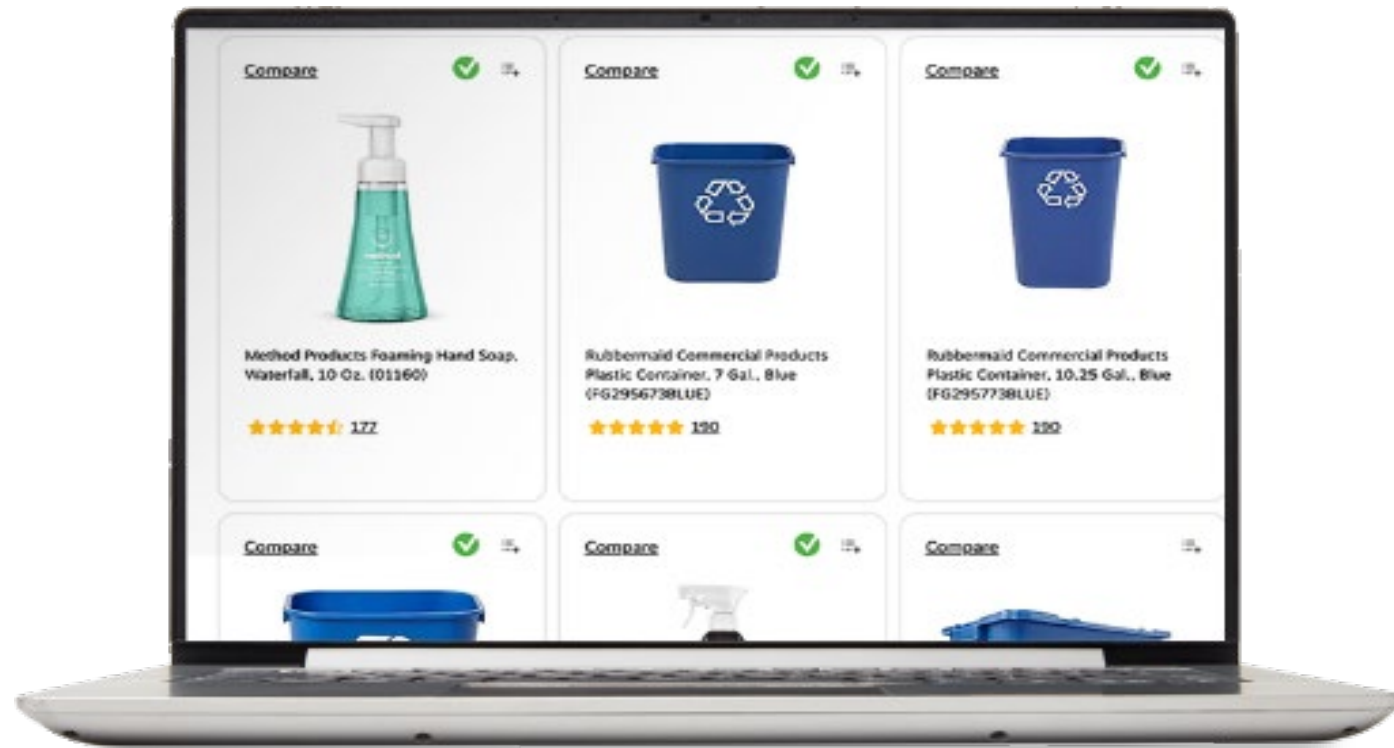
M: (702) 744-1576

Salvador.Nieves@staples.com

Staples Live Demo

Cristina Doris

Staples Business Advantage[®] offers much more than office supplies
From facility solutions to all your furniture needs.



Your Account Support Team

Reference your **Staples Account # 1875983** when reaching out.

Staples Business Advantage Customer Service

The team is standing by to assist with delivery, urgent inquiries, tracking backorders, returns, and billing questions.

Phone: 877-826-7755

Monday through Friday, from 8 am to 8 pm (EST)

Fax: 877-609-7770

Email: Support@StaplesAdvantage.com

Live Chat is available on the Staples ordering platform. Use the live chat icon

Staples Key Account Executive

Laura Pokorny

Email: Laura.Pokorny@Staples.com

Staples Customer Success Consultant

Lori Lamm

Email: Lori.Lamm@Staples.com

Q & A

Thank you for your business