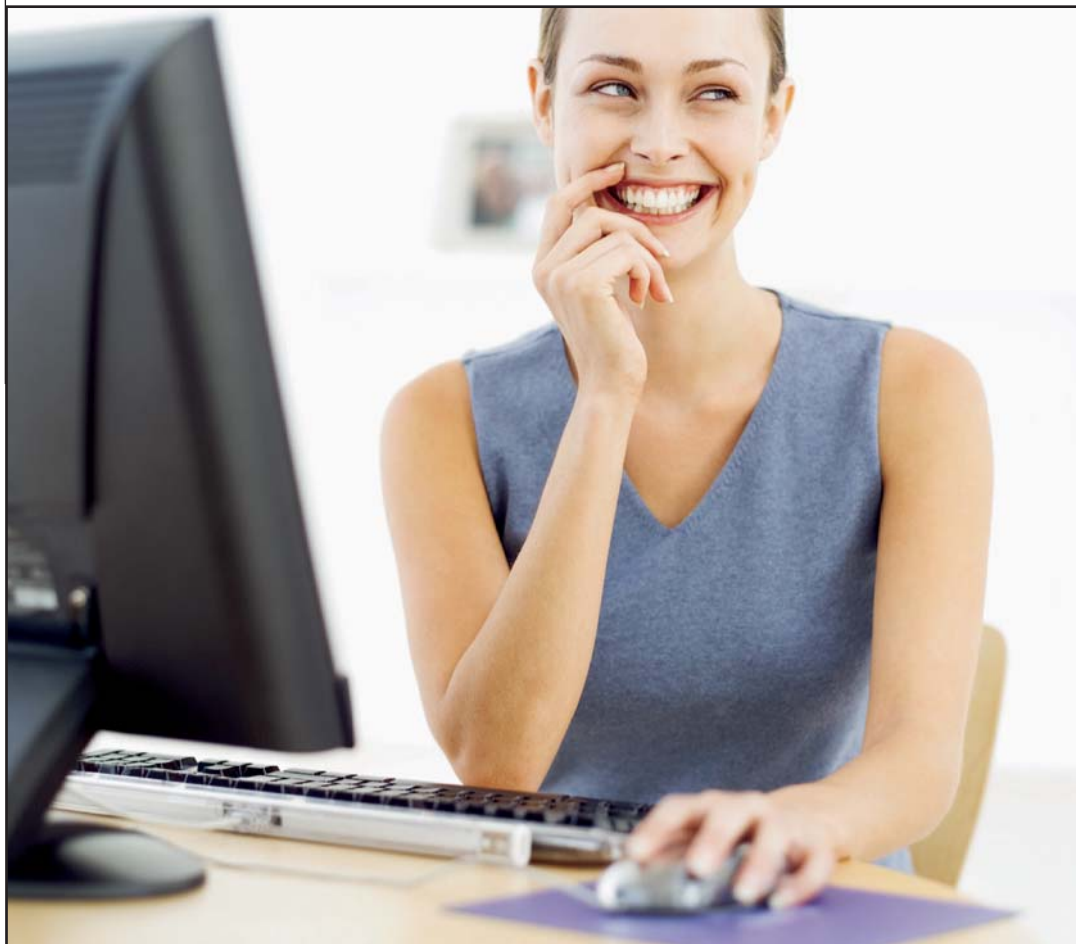


Take advantage of these eight great shortcuts.

- Order up to 20 items at once
- Create a shopping list
- Use a keyword to find a product
- Create, save and add to an order
- Find the right toner
- Check on your order status and delivery
- Return anything online
- Take our Training Tour

**Ah, shortcuts.**

Eight quick tips that make all the difference.

Did you know there's a quick way to order up to 20 items all at once? An easy way to find exactly the right toner? A foolproof way to make returns without ever picking up the phone?

Just turn this page over and see for yourself ▶

Here's where to find your shortcuts.

1 SEARCH

Can't quite remember what it's called? Find what you need with just a little information, even if you don't know the product's exact name.

- ▶ Enter **KEYWORD** ▶ Click **SEARCH** ▶ Select a category and/or vendor

2 INK & TONER FINDER

Never (ever) make a mistake. Get the right ink or toner every time, just by knowing your machine's make and model.

- ▶ Click **INK & TONER FINDER** ▶ Select **BRAND AND MODEL**

3 QUICK ORDER

Order up to 20 items as fast as you can type them. Get your ordering out of the way with this real time-saver.

- ▶ Goto **ENTER SEVERAL ITEMS** ▶ Enter **ITEM NOS** ▶ Enter **QUANTITIES** ▶ Click **ADD** to order

4 SHOPPING LISTS

Why do something over and over (and over) again? Create a shopping list and save it — then add to it whenever you want to.

- ▶ Find **SHOPPING LISTS** ▶ Click **VIEW ALL LISTS** ▶ Click **CREATE NEW LIST**

5 SAVE PARTIAL ORDERS

Build up to the grand finale one step at a time. Log off after adding items incrementally to your order — and then submit it once you're ready.

- ▶ Build a new order ▶ Log off when you're done adding new items ▶ Your order is automatically saved for when you log back on later ▶ Add additional items

6 ORDER STATUS & PACKAGE TRACKING STATUS

Where's all the stuff you ordered? Learn whether your order has been transmitted and shipped. You're just a few clicks away from enlightenment.

- ▶ Click on **MY ORDER STATUS** ▶ Select **ORDER & PACKAGE TRACKING NUMBER** or **SEARCH FOR YOUR ORDER**

7 RETURNS

Take care of returns online — and we'll take it from there. Make all your returns online even if you ordered by phone or fax.

- ▶ Click on **RETURNS** ▶ Select **ORDER NUMBER** or **SEARCH FOR ORDER** ▶ Choose items to be returned

8 STAPLESLINK TRAINING TOUR

Private lessons. Got a minute? Take our brief Training Tour and get yourself up to speed quickly.

- ▶ Click **CUSTOMER SERVICE** ▶ Select **STAPLESLINK.COM TRAINING TOUR**

The screenshot shows the StaplesLink.com website for ABC Corporation. The interface includes a search bar at the top, a navigation menu with categories like Office Supplies, Technology, Furniture, and Featured Items, and a main content area with product listings. On the right side, there is a sidebar with links for Order Management, Returns, and Customer Service. The callouts are as follows:

- 1**: Points to the search bar.
- 2**: Points to the 'Ink & Toner Finder' link in the navigation menu.
- 3**: Points to the 'Quick Order' form on the left side of the page.
- 4**: Points to the 'View All Lists' link in the Shopping Lists section.
- 5**: Points to the 'Logout' and 'Submit' buttons in the top right corner.
- 6**: Points to the 'My Order Status' link in the Order Management sidebar.
- 7**: Points to the 'Returns' link in the Order Management sidebar.
- 8**: Points to the 'Customer Service' link in the bottom right corner.

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