



William Booth, *Founder*
André Cox, *General*
Donald C. Bell, *Territorial Commander*

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THE SALVATION ARMY
USA Southern Territorial Headquarters
From the Office of the Secretary for Business Administration

USA Southern Territory Officers:

Office Supplies make up a large portion of our costs here in the USA Southern Territory and this is an area that we can control. As we continue to embark on new approaches on how we manage our resources, Trade South has renegotiated lower cost office supply contracts with Staples and Office Depot/OfficeMax. The primary goal of these partnerships is to support each location by reducing overall procurement costs.

Though these are optional purchasing programs, we advocate that you implement these discounted programs within your buying procedures. You can work with one or both of these companies.

A local member of these Companies is available to meet with you to discuss the benefits of this program, which include:

1. Next day free delivery.
2. Retail Store plan where you can walk in and take advantage of these special contracted prices if there is a store location near you.
3. A unified national account ensuring consistency among all locations.
4. Separate invoicing by location. Terms are net 30 days.

A national support customer service team will be contacting each location to explain the program in further detail. Below are the National Account Reps who can confirm your account and answer any questions you may have.

Staples

Dennis Nyhan

E-Mail: Dennis.Nyhan@staples.com

Phone: 630.222.8266



Office Depot/OfficeMax

Lindsay Cox

E-Mail: Lindsay.Cox@officedepot.com

Phone: 678.447.9805



Sincerely,

Lt. Colonel James Seiler
Secretary for Business Administration