## Louisiana Office Solutions Co.







## School Supply Pack Ordering from Louisiana Office Supply Company Instructions 2021-2022

Place your order and the packs are labeled with your child's name and are delivered to Brighton. The supply packs can be purchased online or by phone or in person starting May 19th – ending July 24th Call (quickest): 927-1110 or stop in Louisiana Office Supply Co. at 7643 Florida Blvd – M-F 8am to 5pm

Or Order Online: go to **ORDER.LOSCO.COM** (no www)
Between 6 am and 8 pm weekdays, 24 hours on Saturday & Sunday

Username:TBS Password bengals – (password is case sensitive)
Look at the Cart Count (top right), if any items are in the cart, log out and use an alternative username.

Alternate Usernames TBS1, TBS2, or TBS3 – password on all is bengals

Using a Desktop? Go to the Favorite Tabs at the very top and choose all Grades Mobile or Desktop Search for the Pack SKU in the top search field

Grade	Pack SKU	Price		Grade	Pack SKU	Price	
First	TBS1	\$	105.00	Sixth	TBS6	\$	117.00
Second	TBS2	\$	105.00	Seventh	TBS7	\$	135.00
Third	TBS3	\$	130.00	Eighth	TBS8	\$	135.00
Fourth	TBS4	\$	120.00	High School	TBSHIGH	\$	90.00
Fifth	TBS5	\$	125.00				

If you have multiple children, enter their names in the comment field.

View Cart and make sure it does not include previously abandoned items before checking out.

CLICK Checkout

Enter Your Name, Daytime Phone Number, Email Address and Zip Code Enter First Name & Grade (squeeze in as much as you can for multiple children) & Last Name

**ENTER** payment information – Choose card type. American Express does not work with the school's ship to address, if you want to use AMEX, please call in your order.

<u>Cards will be charged on or the day after you place your order, if you need a special date to charge out your order, please call in your order, we can make notes on your order.</u>

**Press** the Blue Add Your Card Button

Do not abandon your cart after entering your credit card info!

**CLICK** – Update Changes **CLCK** – Place Order

You will be given a Reference number once your order is submitted. <u>Print or Screen Shot this page</u>. You will not receive a confirmation email.