

# Louisiana Office Solutions Co.



LOUISIANA  
Office Supply Co.



LOUISIANA  
Office Furniture Co.



LOUISIANA  
Janitorial & Facility Supply Co.

## School Supply Packet Ordering from Louisiana Office Supply Co. Instructions

Place your order and the packs are labeled with your child's name and are delivered to Sorrento Primary for pick up on School Prep Day. The supply packs can be purchased online, by phone, or in person starting March 25<sup>th</sup> – ending ~~July 10<sup>th</sup>~~ **July 17<sup>th</sup>**.

**NEW! – orders after July 17<sup>th</sup> for pick up or home delivery are \$2 more expensive (extra labor costs).**

Call: 927-1110 or Stop in Louisiana Office Supply Co. at 7643 Florida Blvd.

Monday – Friday – 8am to 5pm

Or Order Online: go to [ORDER.LOSCO.COM](http://ORDER.LOSCO.COM)

between 6 am & 9:30 pm weekdays, 24 hours on Saturday & Sunday

USER NAME: SPS PASSWORD: mudbugs – Password is Case Sensitive

Look at the Cart Count (top right), if any items are in the cart, log out and use one of the alternative usernames.

*Alternate Usernames SPS1, SPS2, SPS3 or SPS4 - password is mudbugs on all.*

**VIEW CART** and make sure it does not include previously abandoned items before checking out.

Go to the Favorites Tab at the very top and choose All Grades

The packs are in numeric/alphabetic order so Kindergarten is last.

Grade & Gender	SKU#	Total Including Tax	Grade & Gender	SKU #	Total Including Tax
Kindergarten Boy	SPSKB	\$ 63.75	Third Grade All	SPS3	\$ 63.50
Kindergarten Girl	SPSKG	\$ 63.75			
First Grade Boy	SPS1B	\$ 60.00	Fourth Grade Boy	SPS4B	\$ 62.50
First Grade Girl	SPS1G	\$ 60.00	Fourth Grade Girl	SPS4G	\$ 62.50
Second Grade Boy	SPS2B	\$ 66.00			
Second Grade Girl	SPS2G	\$ 66.00	Fifth Grade All	SPS5	\$ 66.00

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

**VIEW CART** again & make sure you are the only user in the site (it happens to each school once or twice each summer)

**CLICK** Checkout

Enter Daytime Phone Number and Email Address

Enter First Name and 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.

Credit & Debit Cards are charged out the day or the day or day after for orders are placed

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

**CLICK** – Update Changes

**CLICK** – Place Order

You will be given a Reference number once your order is submitted. Print or screen shot this page.

For each pack order placed before June 1, the school receives \$3 towards the purchase of teacher supplies.