## Louisiana Office Solutions Co.







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

Place your order and the supplies are delivered to your EHS classroom. The supplies can be purchased online or by phone (quickest), or in person starting May 20<sup>th</sup> - ending July 12th

## Online Ordering closes on July 12th at 5pm

Middle School ART PACKS delivery deadline is July 31st, and must be ordered by phone after July 12th

Packs ordered after the delivery cutoff dates can be ordered by phone & picked up at Louisiana Office Supply Company with a 2-3 day lead time and a \$3 late fee.

Call: 927-1110 (by far the quickest) or Stop in Louisiana Office Supply Co. at 7643 Florida Blvd. Store Hours Mon – Fri – 8am to 5 pm - Website Mon-Fri 3am to 9:15pm (all day Sat & Sun)

Or Order Online: go to **order.losco.com** 

The site goes down Mon-Fri at 9:15 pm to 3:00 am the next morning. Open all day Sat & Sun

USER NAME: EHS PASSWORD: knights – 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 EHSA, EHSB, EHSC, EHSLS, EHSMS - password is knights on all.

Either Use the Search Bar with pack # or the Favorites Tab

If you need a special middle school pack – higher math or language, please email <a href="mailto:laurie@laofficesupply.com">laurie@laofficesupply.com</a>

| EHSPK3 | \$<br>52.00  | EHS2B | \$<br>135.00 | EHS5B   | \$<br>161.00 | 7th, pack | s by l | ast name | EHS8F      | \$        | 157.00 |
|--------|--------------|-------|--------------|---------|--------------|-----------|--------|----------|------------|-----------|--------|
| EHSPK4 | \$<br>136.00 | EHS2G | \$<br>135.00 | EHS5G   | \$<br>161.00 | EHS7FAK   | \$     | 155.00   | EHS8S      | \$        | 171.00 |
| EHSK   | \$<br>113.00 | EHS3B | \$<br>147.00 |         |              | EHS7FLZ   | \$     | 155.00   | EHSMART    | \$        | 48.00  |
| EHS1B  | \$<br>133.00 | EHS3G | \$<br>147.00 | EHS6F   | \$<br>133.00 | EHS7SAK   | \$     | 167.00   | EHSVART    | \$        | 55.00  |
| EHS1G  | \$<br>133.00 | EHS4B | \$<br>132.00 | EHS6S   | \$<br>131.00 | EHS7SLZ   | \$     | 167.00   | Media Art  | Koprowski |        |
|        |              | EHS4G | \$<br>137.00 | EHS6ART | \$<br>42.00  | EHS7ART   | \$     | 62.00    | Visual Art | Hallock   |        |

If you have multiple children, enter their names in the comments field after each pack item 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 Zipcode 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.

Your credit card will be charged the day of or the day after you place your order. If you are unsure if you need a middle school art pack, you can order your main pack now and your art pack after you receive your student's schedule.

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. Print or Screen Shot this page. You will <u>not</u> receive a confirmation page.