

# Louisiana Office Solutions Co.



LOUISIANA  
Office Supply Co.



LOUISIANA  
Office Furniture Co.



LOUISIANA  
Janitorial & Facility Supply Co.

## School Supply Pack Ordering from Louisiana Office Supply Company Instructions

Place your order and the packs are labeled with your child's name and are delivered to Magnolia Woods Elementary

The supply packs can be purchased online or by phone or in person starting June 5th – ending July 15th

*Orders after July 15th must be ordered by phone and picked up at Louisiana Office Supply Company with a 2-3 day lead time and a \$5 late fee due to higher processing costs.*

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 9 pm weekdays, 24 hours on Saturday & Sunday

Username: MWE1 Password mwebears – (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 MWE2, MWE3, MWE4 – password on all is mwebears

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

Pack SKU	Description	Price	Pack SKU	Description	Price
MWEPK	Pre-K (no mat)	\$62.00	MWE2	Second Grade	\$ 90.00
MWEK	Kindergarten	\$62.00	MWE3	Third Grade	\$ 100.00
MWE1B	First Grade Boy	\$90.00	MWE4	Fourth Grade	\$ 85.00
MWE1G	First Grade Girl	\$90.00	MWE5	Fifth Grade	\$ 71.00

\*\*\*Note: the Pre-K pack does not include the mat.\*\*\*

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.

Cards will be charged on or the day 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.

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.

Print or Screen Shot this page. You will NOT receive a confirmation email.