

# 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 Jefferson Terrace Academy

The supply packs can be purchased online or by phone or in person starting June 2nd – ending July 14th

*Orders after July 14th 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: JTA1 Password tigers – (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 JTA2, JTA3, JTA4 – password on all is tigers

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	Price	Pack SKU	Price	Pack SKU	Price
JTAESS	\$ 100.00	JTA2	\$ 103.00	JTA5	\$ 85.00
JTAPK	\$ 60.00	JTA3	\$ 130.00	JTA6	\$ 95.00
JTAK	\$ 70.00	JTA4B	\$ 135.00	JTA7	\$ 105.00
JTA1B	\$ 90.00	JTA4G	\$ 135.00	JTA8	\$ 105.00
JTA1G	\$ 90.00				

\*\*\*Note: the Pre-K pack includes the mat, but not the towel or cover.\*\*\*

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](#) **CLICK** – [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.

*Supply Fees are paid to the school.*