Louisiana Office Solutions Co.







School Supply Packet Ordering from Louisiana Office Supply Co. Instructions

Place your order and the packets are delivered to Basis Mid City The supply packs can be purchased online, by phone, or in person starting May 5th – ending July 14th.

Packs ordered after the delivery date cutoff can be ordered by phone only & picked up at Louisiana Office Supply Company with a 2-3 day lead time and a \$5 late fee.

Call: 927-1110 (quickest) or stop in Louisiana Office Supply Co. at 7643 Florida Blvd.

Store Hours Mon – Fri – 8am to 5 pm

Order Online Before July 14th: 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: BRMC1 PASSWORD: supplies — 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 BRMC2, BRMC3, or BRMC4 - password is supplies on all.

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

All Packs are \$100 before tax

| Pack SKU |
|----------|----------|----------|----------|----------|----------|
| BRMCKB | BRMC1B | BRMC2B | BRMC3B | BRMC4B | BRMC5B |
| BRMCKG | BRMC1G | BRMC2G | BRMC3G | BRMC4G | BRMC5G |

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. 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 <u>not</u> receive a confirmation page.