

# Louisiana Office Solutions 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 May 23rd – ending July 20th  
*Orders after July 20th 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 **SHOP.LOSCO.COM** (no www)

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 under the purple bar in the middle

Mobile—Favorites Tab is in the My Account



Pack SKU	Price		Pack SKU	Price		Pack SKU	Price
LOSJTAESS	\$ 100.00		LOSJTA2	\$ 160.00		LOSJTA5	\$ 96.00
LOSJTAK	\$ 78.00		LOSJTA3	\$ 160.00		LOSJTA6	\$ 105.00
LOSJTA1B	\$ 125.00		LOSJTA4	\$ 145.00		LOSJTA7	\$ 117.00
LOSJTA1G	\$ 125.00					LOSJTA8	\$ 117.00

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

**If you have multiple children, enter their names in the add line note field after each pack item**

**View Cart** and make sure it does not include previously abandoned items before checking out.

**CLICK** Proceed to Checkout

**Order Reference Field - Enter Your Student's LAST Name**

**Add Notes/Instructions - Enter Your Students Full Name,**

**Your Name, Daytime Phone Number, Email Address**

**CLICK Add New Card & Place Order**

**ENTER** payment information American Express does not work with the school's ship to address, if you want to use AMEX, please call in your order, we need to change the address.

Do not click Save this card for future orders!

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

Your credit card will be charged the day you place your order.

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