

EDUCATION PLUS

ORDERING PROCESS

Office Essentials
1834 Walton Rd
St. Louis, MO 63114

We look forward to serving you. To begin the process, we need to gather some key information in order to set up your account.

Please complete the required fields below. Once completed, please submit to customerservice@offess.com to activate your account. Activation will take 2-4 hours. Once activation is complete your provided contact will receive a welcome email with their login credentials. To place an order, go to www.offess.com and select the "Sign In" tab in the upper right-hand corner of the website. Under "Please Sign In", enter the provided loginID and Password. You are now ready to order. For convenience, the EducationPlus contracted paper products are listed on the **Company List**. You may use this list to select paper supplies, quickly adding them to your order. Once your order is complete, you can submit it for processing. Orders will be shipped in 1-2 days. If you have any issues accessing your account or questions, you can reach our customer support team by either calling 866-251-9802 or emailing customerservice@offess.com. Thank you.

Ordering Contact Name	
Ordering Contact Phone Number	
Ordering Contact Email Address	
Ordering Contact Mailing Address	

Accounts Payable Contact Name	
Accounts Payable Phone Number	
Accounts Payable Email address	
Accounts Payable Mailing Address	

School Name	
School Address	
Delivery Address (If Different)	
Delivery Contact Name	
Delivery Contact Phone Number	
Delivery Hours	

Notes for Delivery Staff
