



Small change. Serious eco-impact.

COMBINING ORDERS MAKES A DIFFERENCE.

There were 2,011 orders placed by University of Miami in 2019 under \$25. Staples did some research to learn what would happen if University of Miami were to adopt a \$25 minimum order. The results are impressive.

- Avoid over \$12,000 in small order fees.
- A reduction of 9,812 pounds of carbon emissions.
- Save wood resources equivalent to 41 trees.
- Save more than 37,000 gallons of water through the reduction in transportation miles and cardboard use.

So, to help save both money and resources, University of Miami has adopted a **\$25 minimum order amount**. Below are some tips to help meet that minimum order account in the future. Thank you for continuing to make a difference.

Ordering and Consolidation tips

Order once a week.

Determine how much you need to carry you through a full week.

Anticipate projects and events

Think about projects or events that may require special or additional quantities of office products. Ordering in advance saves time and avoids frustration.

Order early in the day.

This helps ensure prompt delivery.

Consolidate to save time and money.

Whenever possible, consolidate orders with co-workers and pick a time of the day/week to place orders together.