

Save 6% on gift cards for your teachers.

Here's how:

1. Complete the order form below.
2. If ordering by credit card, fax the form to our secure fax line: 1-508-253-8959.
3. If mailing form, make your check or money order payable to Staples, Inc. (minimum order before 6% discount must total \$1,000). Personal checks will not be accepted.
4. Send order form with payment to:
Staples, Inc.
Attn: Heidi Prior
5 West
500 Staples Drive
Framingham, MA 01702



Staples® Gift Card Order Form

All fields marked with an asterisk (*) must be completed. Staples reserves the right to not fulfill an order if mandatory fields are left blank.

School name*

School address*

City*

State*

Zip*

Parent group name*

Contact name*

☐ Check if shipping address is same as above

Shipping address (not deliverable to P.O. Boxes)

City

State

Zip

Phone number*

Email address (for activation code to be sent)**

Name of person activating gift cards (if different from contact name)

**If no email address is provided, contact person will be sent activation code via U.S. mail.

Gift cards must be for \$5 or more.

Number of cards _____ x \$25 = _____

Number of cards _____ x \$50 = _____

Number of cards _____ x \$100 = _____

Number of cards _____ x \$ _____ = _____

Subtotal _____

Minimum order before 6% discount must total \$1,000.

Less 6% = _____

Less promo discount _____

Promo code _____

Total _____

How did you hear about us?

☐ Magazine: _____

☐ Postcard Mailer

☐ Flyer

☐ Staples.com®

☐ Trade show: _____

☐ Friends/Family/Colleagues

☐ Other: _____

If ordering by credit card, the following must be completed:

Person authorized to place credit card orders (upon receipt of cards, request for activation must come from the same person who placed the order)

Credit card type

Credit card number

CID number†

Expiration date

†Refer to 3-digit number on back of MasterCard, Visa and Discover or 4-digit number on front of American Express.

CALL 1-888-311-1564

CLICK staples.com/smartsavings

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that was easy.®

Smart Savings
Supplying your school