MEMORANDUM

To: EWU Campus

From: Bill Santiago, Purchasing Supervisor
    Purchasing Department

Date: June 18, 2008

Re: Notice from General Administration – Office Depot Handling Fee Effective July 1, 2008

Beginning July 1, 2008, Office Depot will add a handling fee of $9.95 to all orders that are for less than $50 worth of goods. This is before sales tax is added.

To help customers avoid the handling fee, Office Depot is adding a new tool to the contract homepage that lets you "hold" your orders - reserve the inventory - for up to five working days.

As you order products, a message on the Web page (found directly under the shopping cart field) will show your total for the current order and indicate when you have reached the "free shipping" amount -- above $50 worth of items. This way you can wait to place your order until it exceeds the $50 threshold and avoid the handling fee. (See sample screen shot on right)

You can still order less than $50 worth of items, but you will incur an added $9.95 on all orders beginning July 1.

General Administration supports the decision by Office Depot to impose the handling fee because the state incurs higher costs when customers make frequent small orders for office supplies.

It is estimated that it cost the state up to $125 to place each order, take delivery, stock the items and manage the payment processing. Frequent deliveries also increase the state's impact on the environment, by increasing fuel use, which leads to more air pollution. There is also more packaging that must be disposed of or recycled.