

NEW



(FOR OUTSOURCING)

SUPPLIER PROFILE

RETURN COMPLETED ORIGINAL FORM TO:

STAPLES PRINT SOLUTIONS (SPS)
A Division of Staples Contract & Commercial
ATTN: Strategic Sourcing Department
4205 South 96th Street
Omaha, Nebraska 68127

PRESS F1 FOR INSTRUCTIONS. Page 1 information is required, along with a signature on Page 5. Please complete all sections appropriate to your business. Please contact SPS Strategic Sourcing with questions, call 402-898-6200.

GENERAL INFORMATION (THIS SECTION IS REQUIRED.)

Form with fields: Parent Company Name, Year Business Established, 2010 Sales Volume, Primary Street Address, Tax I.D. #, Projected 2011 Sales Volume, City / State / ZIP, Phone Number, Fax Number, Primary Contact Name(s), Title, Phone Number (Ext.), Alternate Contact Name(s), Title, Phone Number (Ext.), Name of Business Owner, Title, Phone Number (Ext.), Total No. of Employees, Primary Business SIC* Code, Dun & Bradstreet No., E-Mail Address and/or Website

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other Exempt from backup withholding

*SIC (Standard Industrial) Codes may be accessed via the US Census Bureau's website, http://www.census.gov/epcd/www/naicstab.htm. Please also further describe your business, products, services and capabilities by completing this document.

List your Remittance Address(es) corresponding to the Primary Business Address Listed above.

Table with 4 columns: Address, Phone Number, Fax Number, Contact Name(s)

List your Primary Manufacturing and/or Distribution Locations (If different from above. Also see *NOTE above.)

Table with 4 columns: Address, Phone Number, Fax Number, Contact Name(s)

COMPANY CLASSIFICATION (THIS SECTION IS REQUIRED.)

If you have questions regarding your company's status or completing this section, please request document entitled MWBE Business Classification Diversity Statement and Definitions. Please review and answer the following questions:

YES NO

- (1) Minority Owned or Operated? (If YES, check one below; also, please answer question #5 below.)
(2) Woman Owned or Operated? (If "Yes," please answer question #5 below.)
(3) Disabled and/or Disabled Veteran Owned or Operated?
(4) Small Business Concern? (If YES, check one below.)
(5) Are you certified by a Regional Minority Supplier Development Council, or by the Women's Business Enterprise Council? If YES, please include a copy of your Certification. THANK YOU!

If you answer "Yes" to any of the questions below, please include a copy of your certification with your Profile submission.

YES NO

- Union-owned and/or operated? If "Yes," what affiliation? _____
- FSC-certified?
- SFI-certified?
- Other not listed above. Please describe: _____

PRODUCT CAPABILITIES – Please complete ALL appropriate sections.

List all Special Capabilities at bottom of page.

Continuous (Generic: FORM – Includes Custom, Continuous, Large Rolls, Fan-folded Forms)

<u>Form or Cylinder Size</u>	<u>Max # of Ink Colors</u>	<u>Max # of Plies</u>	<u>Form or Cylinder Size</u>	<u>Max # of Ink Colors</u>	<u>Max # of Plies</u>
<input type="checkbox"/> 14"	_____	_____	<input type="checkbox"/> 24"	_____	_____
<input type="checkbox"/> 17"	_____	_____	<input type="checkbox"/> Over 24"	_____	_____
<input type="checkbox"/> 20"	_____	_____	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> 22"	_____	_____	<input type="checkbox"/> _____	_____	_____

Unit Sets (Generic: FORM – Includes: Snap-apart, Multi-part Forms, with/without stub)

Method:

- YES NO**
-
-

Pre-collated (If YES, list Special Capabilities below.)

Collated (If YES, complete the following information.)

List all standard stub lengths available:

<u>Stub Size</u>	<u>Max. Opp. Dimension</u>	<u>Stub Size</u>	<u>Max. Opp. Dimension</u>
	X		X
	X		X

Cut Sheets (Generic: FORM – Includes: Flat Forms, Sheets)

Method:

YES NO

- Rotary Press/Sheeter Laser Compatible?
- Rotary Press/Collator Laser Compatible?
- Flatbed (Sheeted) Press Laser Compatible?

Stock Forms (Generic: MISC – Includes: Pre-printed, Industry-specific, Standard Forms)

Please check or describe appropriate type(s) and/or capabilities:

- Accounting/Banking/Financial Automotive Bill of Lading/Shipping Other (describe below)
- Hospital/Medical/Dental Import/Export Mortgage/Real Estate _____
- Register Forms Retail Tax Forms _____

List all Special Capabilities:

List all Special Capabilities at bottom of page.

Labels (Generic: LABEL – Includes: Information Systems, Product Identification, Thermal Transfer, Stock, etc.)

Please check or describe all appropriate type(s) and capabilities:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Blown-on | <input type="checkbox"/> EDP | <input type="checkbox"/> Latex | <input type="checkbox"/> Thermal |
| <input type="checkbox"/> Cheshire | <input type="checkbox"/> Gummed | <input type="checkbox"/> Bar Coded | <input type="checkbox"/> Tyvek® |
| <input type="checkbox"/> Decal, Screen Printed | <input type="checkbox"/> Integrated into forms | <input type="checkbox"/> Scratch-off Ink/Fragrance | <input type="checkbox"/> Water/Weather Resistant |
| <input type="checkbox"/> Die Cut | <input type="checkbox"/> Laminated | <input type="checkbox"/> Pressure Sensitive | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Dual Web | <input type="checkbox"/> Laser Compatible | <input type="checkbox"/> Numbered | _____ |

Tab Cards (Generic: MISC)

Please check or describe all appropriate type(s) and/or capabilities:

- | | | | |
|--------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Continuous | <input type="checkbox"/> Sets | <input type="checkbox"/> Pre-punched | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> With Carbon | <input type="checkbox"/> Carbonless | <input type="checkbox"/> OCR/MICR | _____ |

Mailers (Generic: FORM – Includes: Stock, Multi-part, Pressure Seal, Heat Seal, etc.)

Please check or describe all appropriate type(s) and/or capabilities:

- | | | | |
|--|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> One-Way | <input type="checkbox"/> Continuous | <input type="checkbox"/> Pressure Seal | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Two-Way | <input type="checkbox"/> Laser Sheet | <input type="checkbox"/> Heat Seal | _____ |
| <input type="checkbox"/> Peel-apart | <input type="checkbox"/> Pocket | <input type="checkbox"/> Stock | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Return Envelope | <input type="checkbox"/> Unit | <input type="checkbox"/> Free-float insert | _____ |

Envelopes (Generic: ENVELOPE – Includes: Custom, Stock, Imprint, Window, etc.)

Please check or describe all appropriate type(s) and/or capabilities:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Custom Envelope Manufacturer | <input type="checkbox"/> Stock Envelopes and/or Imprinter | |
| <input type="checkbox"/> In Continuous Forms | <input type="checkbox"/> Double compartment | <input type="checkbox"/> Tie closure |
| <input type="checkbox"/> In Flat Forms | <input type="checkbox"/> Envelope/Form Combinations | <input type="checkbox"/> Tyvek® |
| <input type="checkbox"/> In Unit sets | <input type="checkbox"/> Expansion | <input type="checkbox"/> Window |
| <input type="checkbox"/> Affixed | <input type="checkbox"/> Extra Large | <input type="checkbox"/> X-ray |
| <input type="checkbox"/> Airline Ticket | <input type="checkbox"/> Full View | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Numbered | _____ |
| <input type="checkbox"/> Clasp closure | <input type="checkbox"/> Plastic | _____ |
| <input type="checkbox"/> Die-cut | <input type="checkbox"/> Recycled | |

List all Special Capabilities:

List all Special Capabilities at bottom of page.

Rolls (Generic: MISC – Includes: Small Rolls, ATM, Receipt, Thermal, etc.)

Brochures & Pamphlets
(Generic: COMMERCIAL PRINT – Includes: Ad pieces, Tri- and Multi-fold forms, Flyers, Fold-outs, etc.)

Imaging/Imprinting (Generic: MISC – Includes: Digital printing, demand printing/copying, imprinting, etc.)

Miscellaneous (Generic: TAGS or MISC – Includes: Tags, Cards, Ad Specialties, Folders, Binders, etc.)

Please check or describe all appropriate type(s) and/or capabilities:

- | | |
|--|---|
| <input type="checkbox"/> Ad Specialties | <input type="checkbox"/> Tags |
| <input type="checkbox"/> Books & Booklets | <input type="checkbox"/> Presentation Folders |
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Binders |
| <input type="checkbox"/> Decals | <input type="checkbox"/> Plastic Cards |
| <input type="checkbox"/> Cards – Other _____ | <input type="checkbox"/> Other _____ |
| _____ | _____ |

Commercial Printing (Generic: COMMERCIAL PRINT)

Value-added Products & Services (Generic: MISC)

Please check or describe all appropriate type(s) and/or capabilities:

- | | |
|--|---|
| <input type="checkbox"/> Bar Coding and/or Ion Deposition | <input type="checkbox"/> Bindery Capabilities – describe below |
| <input type="checkbox"/> Die Cutting | <input type="checkbox"/> Embossing |
| <input type="checkbox"/> Engraving | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Foil Stamping | <input type="checkbox"/> Integrated Form/Label/Card Products |
| <input type="checkbox"/> Forms Repair | <input type="checkbox"/> Modulus Numbering (MICR) |
| <input type="checkbox"/> Holography, development, production | <input type="checkbox"/> Services to the trade – describe below |
| <input type="checkbox"/> Security Features | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Variable Imaging | <input type="checkbox"/> Other _____ |

Other Products and/or Services (Generic: MISC) Please describe: _____

NOTE: You may also attach documents, marketing materials, or submit additional information electronically.

List all Special Capabilities:

Artwork/Communications/Media Development (Generic: MISC)

Please check or describe all appropriate type(s) and/or capabilities:

- | | |
|--|--|
| <input type="checkbox"/> Development/Preparation/Creation | <input type="checkbox"/> Platemaker |
| <input type="checkbox"/> Design Studio/Graphics House | <input type="checkbox"/> Internet/Website Developer |
| <input type="checkbox"/> Film Converter | <input type="checkbox"/> Equipment/Software provider |
| <input type="checkbox"/> Forms Designer | <input type="checkbox"/> Advertising/Commercial Art Layout |
| <input type="checkbox"/> EDI (Electronic Data Interchange) | <input type="checkbox"/> Other _____ |

YES NO

Do you support any EDI standard types? If YES, which standards? _____

Who is your Value Added Network (VAN) provider? _____

Can you accept electronic artwork files in PostScript format and convert to negatives?
If YES, please answer the following:

YES NO

Via diskette?

Via modem?

YES NO

Via the Internet?

Other method? _____

What Software(s) (forms design, artwork, graphics design, etc.) do you use?

List any other Special Capabilities:

AUTHORIZATION (Please PRINT document before signing below – this section is REQUIRED.)

On behalf of the Company named below, I hereby authorize that I have read and understand all the questions contained herein, and that the information provided by my Company is true and accurate, to the best of my knowledge. I further acknowledge that I have read and understand SPS's standard supplier requirements set forth on page 6, along with SPS's other business terms and conditions provided in the new supplier packet.

PRINT Name

Title

Company

Signature

January 20, 2011

Date

QUESTIONS? Please contact SPS Strategic Sourcing Department at 800-228-9277 or 402-898-6200. THANK YOU!

SUPPLIER REQUIREMENTS

1. Orders can only be accepted with a Staples Print Solutions (SPS) Purchase Order. If no purchase order has been issued, an invoice cannot be processed for payment. Purchase orders must be identified on all packing slips, related shipping documents, and attached to the product.
2. All prices quoted, acknowledged and billed are to be complete, delivered prices for the goods.
3. Please describe fully in your quote/invoice/order acknowledgment any additional charges which are over and above product cost, and include them in your total price. Examples of applicable related order charges: artwork, freight, rush fees, other up-charges, etc.
4. Changes in quantity, price, or specifications are allowed only with the issuance of a revised purchase order from Corporate Express.
5. On the same day an order is shipped or service is performed, your company must send to appropriate location shown on the Purchase Order an itemized invoice including all appropriate data: our Purchase Order number, actual quantity shipped, verify all costs, mode of shipment, quantity per carton, and number of cartons. This invoice must be complete as it is utilized for billing purposes. Accuracy is imperative.
6. Carton/container quantities must be exact, as specified on the Purchase Order. Inner sleeve packages must be precise to the unit(s) of measure specified on the Purchase Order. Quantity variances in packed quantities from box to box, between inner sleeves, or partial cartons, are NOT allowed.
7. Label all boxes/cartons as specified by SPS. Upon request, bar-coded labels for smaller orders can be provided. Or, your company's label can be approved by SPS. It is important that EVERY shipping container is properly labeled. Refer to the attached document "Bar-Coded Package Label Specifications," which outlines these critical requirements.
8. All shipping containers are to be new boxes. Repacked cartons are unacceptable.
9. All orders shipping to a SPS destination must be on pallets conforming to our specifications. These pallet specifications may vary. Please keep in mind that other criteria may also vary by location, such as packaging dimensions, carton restrictions, and/or handling requirements. It is important to discuss these requirements with your Buyer.
10. Many other special or unique handling requirements may apply when shipping/delivering products to SPS warehouses, or other specified destinations. Please remember to clarify with the Buyer the requirements of the destination specified on the purchase order in advance, to ensure delivery can be made as planned. Delivery appointments may be required in some instances.
11. Standard net payment terms are invoice date plus 45 days, unless other payment or discount options apply. Please contact Corporate Accounting Services if you have further questions.
12. Approved outsourcing suppliers are precluded from selling same or related products directly to SPS customers.
13. Failure to comply with any of these business requirements could result in removal as an Approved Supplier. Please consult with Strategic Sourcing.
14. Supplier gifts (if any) to any SPS employees are to be of nominal value. Gifts of more than \$30, paid travel expenses, or other any other supplier sponsored event worth more than \$30 are to have the approval of the President of SPS or said designee.
15. Approved supplier status must be conferred by SPS Strategic Sourcing. Appropriate agreement/contract and terms shall be negotiated through Strategic Sourcing.