

STEP ONE: Organization & contact individual information

Organization Name: _____ Address: _____
 Contact Person: _____ Contact Title: _____
 Contact Phone: _____ Contact Email: _____

STEP TWO: Historic office products information

Is your organization under contract for office products or paper?

Office Products: Y N If yes, with whom? _____ Contract expiration date: _____
 Paper: Y N If yes, with whom? _____ Contract expiration date: _____

Estimated Annual Spend: \$ _____

Please indicate below which product categories are included in this amount:

Office Products: Y N Amount (\$): _____
 Paper: Y N Amount (\$): _____
 Toner: Y N Amount (\$): _____
 Printing: Y N Amount (\$): _____

Does your organization participate in any other office products buying groups? Y N

If yes, which programs are you participating in?

STEP THREE: Request for historical purchasing information

Please provide the following information in Excel format:

- Product Number
- Unit of Measurement
- Item Description
- Quantity Ordered
- Time period for usage report (ideally one full year)
- Percent of annual spend represented by usage report

Note: This information should be provided by your current office products vendor. You or your staff should not have to prepare this Excel file.

STEP FOUR: NEO|SO and OfficeMax to conduct analysis

The teams from NEO|SO and OfficeMax will review the information that you have provided and respond promptly with the information necessary to determine the savings potential for your organization. During the analysis process, please do not hesitate to let the NEO|SO team know if you have any questions. Thank you!

FOR INTERNAL INFORMATION

Bid Due Date: _____ SO Processed and Transferred: _____ By: JEM MMV
 FSR Required: Y N Comments: _____