GENERAL INFORMATION – W.B. MASON ON-LINE ORDERING PROGRAM

• Individual User I.D. for on-line ordering
• Deeply discounted list of 350 preferred items available under a drop-down menu that will direct you to the most cost effective office supply products
• On-line features for each individual user: Preferred Items shopping list; Order history list; and, Individual favorites list.
• A running tabulation of merchandise ordering will be shown on the screen as you create your on-line order.
• Picture representation of products
• Item will be restricted based on University designated categories or product items.
• Orders that exceed standing order total authorization amount will not be processed.
• Next day delivery service for orders received prior to 6:00 p.m.
• If you wish, training on W.B. Mason’s online program will be conducted by teleconference.
• One of three designated Customer Service Representatives can be contacted by phone at 888-926-2766, extensions 8059 or 8700, or by Email: wendy.kupersmith@wbmason.com; alexander.shirk@wbmason.com; or, maryanne.bross@wbmason.com.
• Designated Account Executive, Stephan Savastano can be reached by:
  o Cell Phone 862-579-9702
  o Office Phone 888-926-2766, extension 8327
  o Email: stephan.savastano@wbmason.com
• Returns will be accepted in its original packaging within thirty (30) days of receipt.
• Return items will be picked up within twenty-four (24) hours of request. Returns can be coordinated by accessing the “Contact Us” tab on the WB Mason website, or by contacting the Customer Service Representative team, as listed above.
EXCLUDED ITEMS

The following items are not available through the office supply program:

Appliances
Beverage and Food Items: Cocoa, Coffee Tea, Creamers, Water, Coffee Supplies, Drinks, Cookies, Snacks, Nuts and Candy
Break Room Supplies
Cameras
Carts
Cash Registers, Price Markers and Shopping Bags
Cleaners: Air Fresheners, General Purpose, Bathroom, Furniture, Glass, Disinfectants, Cleaning Accessories: Mops, Dusters, Brushes, Brooms, Buckets, Wringers
Coffee Brewing Systems
Custom Printed Items: Checks, Envelopes, Forms, Letterhead, Presentation Folders, Signage, Pens, Books, Labels
Disposable Paper, Plastic and Foam: Plates, Cups, Cutlery, Towels, Dispensers
Facial Tissue, Bathroom Tissue
Engraved Signage excluding desk name plates
Janitorial Supplies
Laminating Machines
Magazine and Literature Organizers
Mailroom Systems, Equipment and Postal Scales
Network Printers
Office Furniture: A/V Carts and Stands, Bookcases, Chairs, Computer, Computer Printer/Fax Stands, Conference Tables, Drafting, File Cabinets, Folding Tables, Machine Stands, Modular Systems, Panels, Reception Room, Stacking and Folding Chairs, Storage Cabinets, Suites, Training Tables, Workstations
Restroom Supplies
Room Divider Systems
Safety Equipment, Supplies and Locks
Safety Glasses & Supplies
Soaps and Hand Cleansers
Smoking, Waste and Recycling, Specialty Waste Receptacles
Steel Lockers and Book Trucks
Stools and Ladders
Trash Can Liners