

The background of the slide shows a close-up of several people's hands working together at a table. One person is holding a tablet computer, while others have their hands on documents and blueprints. There are two pens on the table. The overall scene is a professional office environment.

**STAPLES**

Business Advantage™

# Ernst & Young

**WFH GUIDE**

## **Representative Name**

Jude Andrade

[Jude.andrade@staples.com](mailto:Jude.andrade@staples.com)

The background of the slide features a blurred image of three business professionals in a meeting. A woman on the left is wearing a headset and looking towards the center. A man in the middle is gesturing with his hand while speaking. A man on the right is wearing glasses and looking towards the center. They are seated around a table with laptops and papers.

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## Solutions for your *Worklife*

Hello EY employees working from home!

Staples Business Advantage has put together a program enabling EY employees to purchase home office items such as chairs, tech items, and ergonomic items all delivered right to your front door.

The program is easy to use. Please review the accompanying product selection PDF guide and once you know what you would like to order follow the ordering steps that follow. Most items are in stock for quick delivery.

We have selected products for you based on criteria provided by your organization and they represent the best value for your money. Thank you for your business and most importantly, stay safe!

# Select Your Account #

Your Account # is based on Province and Postal Code (Where Applicable)

<b>Servicing Branch</b>	<b>Account#</b>	<b>Postal Codes</b>
<b>Alberta</b>	<b>1052309</b>	(All Postal Codes)
<b>BC</b>	<b>1052310</b>	(Postal Code : VOC, V2 through V9 , V0D through V0X)
<b>Alberta, Fort Nelson</b>	<b>1057901</b>	(Postal Code : V0A, V0B, V0C0A6, V0C1J0, V0C1R0, V0C2C0, V0C2W0, V1G, V1J, V1A, V1C, )
<b>Manitoba</b>	<b>1057902</b>	(All Postal Codes)
<b>New Brunswick</b>	<b>1057903</b>	(All Postal Codes)
<b>Newfoundland</b>	<b>1057904</b>	(All Postal Codes)
<b>Nova Scotia</b>	<b>1052311</b>	(All Postal Codes)
<b>NUN &amp; NWT</b>	<b>1057905</b>	(All Postal Codes)
<b>Ontario</b>	<b>1052307</b>	(All Ontario including Kingston but <b>EXCLUDING</b> Petawawa, Brockville, Ottawa Region and North Western ON with postal codes POT, POW, POV, POX, POY, P7 , P8 , P9A, P9N)
<b>North Ontario</b>	<b>1057906</b>	(Postal Codes : POT, POW, POV, POX, POY, P7 , P8 , P9A, P9N)
<b>Ottawa</b>	<b>1057907</b>	(INCLUDING Petawawa, Brockville, Ottawa Region)
<b>PEI</b>	<b>1057908</b>	(All Postal Codes)
<b>Quebec</b>	<b>1052308</b>	(All Postal Codes)
<b>Saskatchewan</b>	<b>1057909</b>	(All Postal Codes EXCEPT S9V)

# Ordering a Chair

## Contact Us



Call Us  
1-877-272-2121

8:00am - 5:00pm (Local time)  
Monday to Friday

**Press #2: Furniture when prompted**



Email

SaCanadaFurnitureCSR@Staples.com



## Delivery and Installation

Delivery only on chairs (Unassembled) in a city core will be no charge.



You will see a delivery charge if you order a furniture item outside the city core or if you want your chair assembled.

To keep you and our drivers safe all items will be delivered to your front door and left without a signature. If you ask for a chair to be assembled it will be safely left in a bag.

Unfortunately, we cannot provide you with a delivery date or delivery window but since most of the items are in stock it is most likely delivery will be between 1-5 days.



### Step 1: Phone or Email Order details

Provide \*Account based on your province ([Go to Account Page](#))  
\*Name, \*Email, Phone #, \*Full Address



### Step 2: Provide the product Code of the Chair

Delivery is Free in most areas **un-assembled**.  
If you would like the chair pre-assembled it is \$20.



### Credit Card and Invoices

All orders will be charged to your credit card and a copy of the invoice will be included in the delivery.  
Provide Credit Card over phone call OR request a call back if you email the order.

**DO NOT provide credit card details over Email**

# Chair Selection: Click Image to view details on [eway.ca](http://eway.ca)

Chair availability can vary by province so please ensure you have a backup option.



Union & Scale™ Ergo Mesh Chair,  
Ironwork Grey, Black Base

☆☆☆☆☆ (0 reviews)

UNION AND SCALE

UNSMVL3193FTC71



\$349.99



Union & Scale™ Ergo Mesh Chair, Echo  
Black, Black Base

☆☆☆☆☆ (0 reviews)

UNION AND SCALE

UNSMVL3193FTC74



\$349.99



Ibex, Upholstered Seat & Mesh Back  
Multi-Tilter, Black

☆☆☆☆☆ (0 reviews)

GLOBAL UPHOLSTERY CO.

GLBMVL2803FJN02



\$299.99



# Chair Selection: Click Image to view details

Chair availability can vary by province so please ensure you have a backup option.



Staples Hyken™ Technical Mesh Task Chair, Black

☆☆☆☆☆ (0 reviews)

THE STAPLES COMPANY

STP53319



\$249.99



Bolt Tilter, Black Fabric, Mesh Back, OTG11510B

☆☆☆☆☆ (0 reviews)

GLOBAL UPHOLSTERY CO.

GLBOTG11510BMS2



\$214.99



Staples® Global Superior Task Chair, Leather, Black, 22 1/2"W x 19"D x 36...

☆☆☆☆☆ (0 reviews)

THE STAPLES COMPANY

STP18963



\$114.99





# Ordering Ergonomic Products

## Contact Us



Call Us  
1-877-272-2121

8:00am - 5:00pm (Local time)  
Monday to Friday



Email

easyservice@staples.com



### Step 1: Phone or Email Order details

Provide Account based on your province ([Go to Account Page](#))  
\*Name, \*Email, Phone #, Full Address



### Step 2: Provide the product Code of the item

Most items are in stock with next day delivery.  
Backordered items may take longer.



### Credit Card and Invoices

All orders will be charged to your credit card and a copy of the invoice will be included in the delivery.

# Back Rest: Click Image to view details on [eway.ca](http://eway.ca)



## [Fellowes® Professional Series™ Back Support](#)

FELLOWES

FEL8037601



In Stock

Product usually ships next business day

\$69.99



## [Fellowes® Office Suites™ Mesh Back Support](#)

FELLOWES

FEL8036501



In Stock

Product usually ships next business day

\$41.99



## [PlushTouch back support](#)

FELLOWES

FEL8026301



In Stock

Product usually ships next business day

\$64.99



# Footrest: Click Image to view details on away.ca

[Kensington® Solemate Footrest with Foam Pad, White and Black, 18"W x 14"D x 3 1/2"- 5"H](#)



KENSINGTON

KMW56144

★★★★★ (3 reviews)



\$82.50

[Fellowes Ultimate Foot Support - Adjustable, Massage, Anti-fatigue, Adjustable Tilt Angle, Free-floating Platform, Pressure Reliever, Foot Arch Support, Rocking Motion - 6.50" \(165.10 mm\) Adjustment - Tilt - 17.75" \(450.85 mm\) x 13.25" \(336.55 mm\) x 4.13" \(104.90 mm\) - Black, Gray](#)



FELLOWES

FEL8067001



\$58.99

[Fellowes® Standard Adjustable Footrest](#)

FELLOWES

FEL48121

★★★☆☆ (1 reviews)



In Stock

\$29.99

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# Monitor Riser: Click Image to view details on eway.ca

[Fellowes® Office Suites™ Premium Monitor Riser](#)



FELLOWES

FEL8031001



In Stock

Product usually ships next business day

\$69.99

[MONITOR STAND ADJUSTABLE](#)



THE STAPLES COMPANY

STP29008



In Stock

Product usually ships next business day

\$28.99

[Staples® Standard Steel Monitor Riser, Black](#)



THE STAPLES COMPANY

STP35548

★★★★☆ (2 reviews)



In Stock

Product usually ships next business day

\$24.99

# Keyboard Tray: Click Image to view details on [eway.ca](http://eway.ca)

Keyboard trays require assembly to be attached to a desk

[Fellowes® Office Suites™ Underdesk Keyboard Drawer](#)



FELLOWES

FEL9140301

★★★★☆ (4 reviews)



\$47.99

[3M™ Knob Adjust Keyboard Tray with Precise™ Mousing Surface, AKT60LE, 17" Track, 25" W x 11 1/2" D, Black](#)



3M

MMMAKT60LE

★★★★★ (1 reviews)



\$169.99

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# Monitor Arms: Click Image to view details

Availability can vary by province so please ensure you have a backup option

## [Fellowes Platinum Series Dual Monitor Arm](#)



FELLOWES

FEL8042501



In Stock

Product usually ships next business day

\$229.90

## [Platinum single monitor arm](#)



FELLOWES

FEL8043301



In Stock

Product usually ships next business day

\$189.90

## [Platinum dual stacking arm](#)



FELLOWES

FEL8043401



In Stock

Product usually ships next business day

\$209.90

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# Monitors: Click Image to view details on [eway.ca](https://www.eway.ca)

Availability can vary by province



[BenQ EX3203R 31.5" WQHD Curved Screen LED Gaming LCD Monitor - 16:9 - Gray - 2560 x 1440 - 16.7 Million Colors - FreeSync 2 - 400 cd/m<sup>2</sup> - 4 ms GTG - HDMI - DisplayPort - USB Type-C](#)

BENQ

BNQEX3203R



Available from a trusted Staples Partner

Product usually ships within 2-5 business days

\$629.99



[ViewSonic VA2719-SMH 27" Full HD LED LCD Monitor - 16:9 - Black - 27" \(685.80 mm\) Class - 1920 x 1080 - 16.7 Million Colors - 300 cd/m<sup>2</sup> - 5 ms - HDMI - VGA - Speaker](#)

VIEWSONIC

VSCVA2719SMH



Available from a trusted Staples Partner

Product usually ships within 2-5 business days

\$229.90

# IT Products: Click Image to view details on [eway.ca](http://eway.ca)

Availability can vary by province so please ensure you have a backup option.

[Microsoft Wireless Desktop Keyboard 3050, English](#)

MICROSOFT CORP.

MSFPP300002

★★★★★ (2 reviews)



\$79.99



[Logitech Wireless Keyboard & Mouse Combo, MK320, English, 920-002836](#)

LOGITECH

LOG920002836

★★★★★ (8 reviews)



\$58.00



[Logitech USB Headset Stereo H570e - Stereo - USB - Wired - 31.50 Hz - 20 kHz - Over-the-head - Binaural - Supra-aural - Noise Cancelling, Electret Microphone](#)

LOGITECH

LOG981000574



In Stock

\$63.99



[Logitech wireless mouse, M325, black](#)

LOGITECH

LOG910002974

★★★★★ (2 reviews)



In Stock

Product usually ships next business day

\$37.99



[Staples® Wireless Optical Mouse, Blue](#)

THE STAPLES COMPANY

STP21127

★★★★★ (1 reviews)



In Stock

Product usually ships next business day

\$24.99



# Sit Stand Desk: Click Image to view details on [eway.ca](https://www.eway.ca)

Availability can vary by province so please ensure you have a backup option.



[Ergotron WorkFit-TS Compact Desk Converter - Up to 24" Screen Support - 11.34 kg Load Capacity - Computer Monitor Display Type Supported - Desktop - Metal - Black](#)

ERGOTRON INC

ERO33447921



Available from a trusted Staples Partner

Product usually ships within 2-5 business days

\$489.99



[Fellowes Lotus LT Sit-Stand Workstation - 7.60" \(193.04 mm\) Height x 31.50" \(800.10 mm\) Width x 24.20" \(614.68 mm\) Depth - Desktop - Black](#)

FELLOWES

FEL8215001



In Stock

Product usually ships next business day

\$329.99

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## **Terms & Conditions**

Your satisfaction is very important to us. Please take a moment to read our Terms, Conditions and Return Policies. Staples Business Advantage™ strives to provide the best possible products and services to our customers. It is to be noted Staples Business Advantage Canada is our trade name and Corporate Express Canada, Inc. continues to be our legal entity name. Any legal documents or invoices sent to customers will bear the legal name Corporate Express Canada, Inc. Payments can be made payable to Staples Business Advantage or Corporate Express Canada, Inc.

### **Return Policy**

Staples Business Advantage strives for complete customer satisfaction. In the event that your purchase does not meet your expectations, simply contact us by email at [easyservice@staples.com](mailto:easyservice@staples.com), by calling 1-877-272-2121, or through our online chat and provide your account and the invoice number.

### **General Terms**

We will accept returns of a product in saleable condition, within the applicable return period, with its complete and original manufacturer's packaging intact and undamaged, including Universal Product Code (UPC), manuals and parts where applicable, and a copy of the packing slip. Credit will only be issued when the item has been returned to us. Pick-up charges may apply if outside our local delivery areas. All credit claims for damaged products, sales errors and short shipments should be requested immediately after receiving and verifying your order and no later than 10 business days from invoice date. All requests for proof of delivery must be received within 60 days of the invoice date.

### Technology and Business Machines

Technology and Business Machines can be returned or exchanged within 14 days of receipt. For defective products after 14 days, contact the manufacturer directly. Staples Business Advantage will provide manufacturer contact information should it be required. Customer can also refer to Manufacturer's Directory in the sourcebook.

### Furniture

Furniture can be returned within 14 days of receipt upon approval. "Stocked" inventory products may be returned with the customer paying a restocking fee of up to 25% of the purchase price, exclusive of freight and delivery. The returned product(s) must be in new condition and returned in their original carton. Freight/delivery charges may apply for furniture returns. Customized furniture or specially sourced furniture is non-returnable.

### Defective Products and Limited Warranty

All products are guaranteed against manufacturing defects and are covered by each manufacturer's guarantee. Defective products other than Technology can be exchanged within 30 days of receipt. In the unlikely event you receive defective Staples Brand products, you may return these products at any time for a full refund or replacement. Your satisfaction is 100% guaranteed.

Please see full Terms and Conditions : <https://www.eway.ca/termsAndConditions.aspx?Language=en-CA>