

**Alden Area Chamber of Commerce  
StaplesLink Online Ordering Access Form**

User Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you require a Purchase Order: yes or no

Do you use Budget Centers: yes or no

AP Contact and Phone number: \_\_\_\_\_

Current Vendor of Office Supplies: \_\_\_\_\_

Current Vendor of Paper: \_\_\_\_\_

Current Vendor of Toner: \_\_\_\_\_

*Please email the completed form to Mike Heideman at [mike.heideman@staples.com](mailto:mike.heideman@staples.com) or fax it to 585-424-9161. If you have any questions or require any assistance, please contact Mike at 585-424-9126.*