

Staples Business Advantage User Change Request Form

Name:	
Credit Card #	
Credit Card Expiration Date	
Credit Card Limit	
Office/Desk Phone #	
E-mail address	
Location (Building Name)	
Building Street Address	
Building Floor #	
Building Room #	
Authorized Account Codes	

Instructions:

Authorized SBA User who is already set-up in the computer to purchase from SBA online.

- 1) Please provide your name and the change to your account that you need to make
- 2) If you have lost your credit card or require a new one, please contact the Business Office
- 3) Forward the completed form to Wanda Thayer at wthayer@mbc.edu or

Pam Hummell at phummell@mbc.edu

- 4) It may take 24 - 48 hours once Staples receives this information to get it set up

however, you should still be able to use the system and make the changes needed manually.

Who To Call

SBA Customer Service

For Questions on Order Status, product information or for assistance with returns. Customer Service hours of operation are

Monday - Friday 8:00 A.M. to 8:00 P.M. EST

Phone: 877.826.7755

Fax: 877.609.7770

SBA Account Manager

Please contact me for questions regarding StaplesLink.com, business machines and supplies, furniture, electronics, bulk purchases and special order items. (ie. rubber stamps, notary seals, etc.)

Name: Donald Kellam

Email: donald.kellam@staples.com

Ph: (800) 837-5820 ext: 239 Fax (800) 837-5837

If you cannot resolve an issue with Staples Customer Service or the Account Manager,

please contact Wanda Thayer at #7017 for assistance.