

## USING THE LIBANSWERS ORDER DESK QUEUE

### **SUPPLY ORDERS**

1. All orders are to be sent using [this form](#) or by email to [orders@nlls.ab.ca](mailto:orders@nlls.ab.ca)
2. Such orders consist of office supplies (paper, ink and toner cartridges, pens, crayons, paper towel, zip ties, etc.), library supplies (label protectors, laminate, classification labels, furniture, etc.), item barcodes, label sets, TRAC patron cards.
3. Please include vendor, item/catalogue number, colour (if applicable), size (if applicable) and quantity.
4. Orders are placed once a month (Uline/Staples – second Friday of the month, Grand & Toy – third Friday of the month, Brodart – fourth Friday of the month; ink and toner cartridges are placed as required).
5. Please note, furniture orders are subject to shipping charges and will be added to your invoice.