

Hello Mohawk College employees working from home!

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

The program is easy to use. Please review the accompanying product selection PDF guide, offering up to a 30% discount. Once you know what you would like to order follow the ordering steps below. Most items are in stock for quick delivery. There is no charge for most deliveries in a city core but there may be a delivery fee if you are remote. If you would like your chair assembled there will be an assembly fee, you will see this option at the check out process.

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 that after you check out delivery will be between 1-5 days.

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

We have selected products for you based on criteria provided by your organization and they represent the best value for your money. Although the program was designed to allow you to purchase commercial grade office furniture for your home, the site will not restrict you from ordering other items for gifts or personal use.

In the following pages I will provide some screen shots showing how easy it is to place an order.

Thank you for your business and most importantly, stay safe!

Best Regards,

Becky Blake

Account Manager

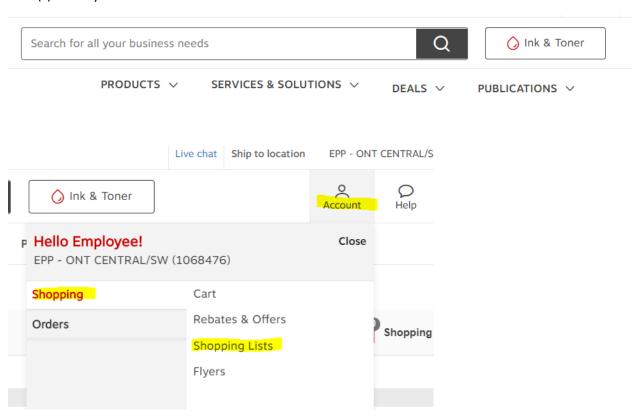
becky.blake@staples.com

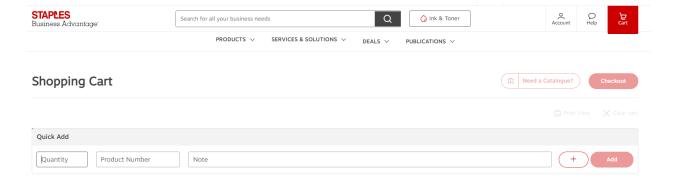
Step #1 Go to www.eway.ca

Click on Sign In and then in the user ID box enter MohawkEPP and the password is Mohawkepp123

Step #2

Find products by using the search bar, using the Work from Home shopping list or keying in your product code(s) directly into the cart





Step #3 Once you have finished shopping and want to checkout hit the checkout button at the bottom right of the shopping cart page

Step #4 Read the instructions on the delivery portion of the checkout page, the default is for us to deliver, do not change this please. Read the terms and conditions and click "yes" you have read and accepted them.

Step #5 Fill out the contact info and shipping info in this section. We are delivering to your front door (porch) or if you live in a condo or apt tell us as much. When you have filled out the required fields click on next.

Step #6 Enter your credit card info then click ADD CARD then click next. The site is protected, your credit card info is not stored.

Step #7 Review the order details and then once you are satisfied click on check out. An invoice will be delivered with the goods



Mohawk College Home office solution

November 17, 2020









Workplace Studio

Home Office Set Up



Creating a home office goes beyond just the look and feel. Ergonomically correct offices can encourage wellness, increase productivity and provide natural sitting and standing postures to avoid injuries. Staples Business Advantage's ideal set up below encourages these factors with ergonomic chairs, desks, tech accessories and more!

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

Item#: UNSMVL3193FTC71 Manufacturer/Brand: UNION AND SCALE Price: \$266.54



- High back multi tilter.
- Ratchet back height adjustment.
- Pneumatic seat height adjustment
- Side activated sliding seat depth adjustment ®.
- Independent back angle adjustment.
- Infinite position tilt-lock control.
- Infinitely adjustable seat angle with forward and rearward incline.
 - Height and width adjustable "T" arms with soft touch self skinned urethane arm caps.
- Dual wheel carpet casters (C1) are standard.
- Air flow mesh back.
- Canadian Made.
- 44"H x 24"D x 26"W
- Color: blue, navy, black

Vion High Back Multi-Tilter w/Fog Frame, fabric

Item#: GLB6321TC74M569 Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$482.23



- infinitely adjustable back and seat angle
- Contoured seat shape and waterfall edge
- · Manual seat depth adjustment changes the depth of the seat
- Width and height adjustable arms
- Tilt and tilt tension adjustment
- Height and width adjustable arms
- Weight rated up to 300 lbs.
- 24"L x 25.5"W x 41"H
- Made in Canada: Yes
- Tilt Movement : Centre Tilt

Vion High Back Multi-Tilter w/Fog Frame, fabric

Item#: GLB6321TC74M569 Manufacturer/Brand: GLOBAL UPHOLSTERY CO.



Ergonomic features:



Tension Adjustment Increase or decrease to match body weight. Allows you to rock comfortably, without heavy pushing, reducing muscle fatigue.



Chair Tilt Lock
Lock the tilt movement in
position(s) to accommodate your
working posture. Allows you to
lock your chair in a comfortable
and supportive position. (can be
either single position or infinite
style).



Seat Height
Raise or lower to allow your feet
to rest flat on the floor. Avoids
pressure under your thighs,
easing blood flow.



Seat Depth
Change the depth of the seat to
accommodate the length of your
thighs. Keeps your back in
contact with the backrest while
avoiding pressure behind your
knees.



Arm Height Waterfall Seat Edge
Raise or lower to support your
forearms. Reduces muscular
effort in neck and shoulders,
minimizing risk of pain.

Waterfall Seat Edge
Reduces pressure at the back of
the knee, contributing to good
blood flow.



Properly Contoured Cushions
Support the body effectively,
allowing you to sit longer without
discomfort.



Width Adjustable Arms
Allows outward movement of
armrests to match shoulder
breadth. Ensures armrests
properly support forearms,
reducing muscular effort in neck
and shoulders.



Center-Tilt Movement
Chair tilts from a pivot point
under the center of the seat
allowing you to rock. When your
feet are well supported, blood
flow is enhanced.



Soft Descent Pneumatic Lift Gently and gradually lowering the seat helps you easily select proper seat height without causing a jerking motion.



Global™ Granada Deluxe High-Back Multi-Tilter Chair, Fabric

Item#: GLB11703JN11 Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$430



- Compound curve back with dual cushion
- Ratchet back height adjustment
- Pneumatic seat height adjustment & sliding seat depth adjustment
- Width and height adjustable arms
- Tilt and tilt tension adjustment
- Adjustable seat angle with forward and rearward incline
- ShukraTM Depth adjustable lumbar support
- Navy, or Grey high back seat
- 26"W x 23 1/2"D x 45"H
- Made in Canada: Yes
- Tilt Movement : Centre Tilt

Global™ Granada Deluxe High-Back Multi-Tilter Chair, Fabric

Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Item#: GLB11703JN11





Tension Adjustment Increase or decrease to match body weight. Allows you to rock comfortably, without heavy pushing, reducing muscle fatigue.



Chair Tilt Lock Lock the tilt movement in position(s) to accommodate your working posture. Allows you to lock your chair in a comfortable and supportive position. (can be either single position or infinite



Raise or lower to allow your feet to rest flat on the floor. Avoids pressure under your thighs, easing blood flow.



Back/Lumbar Height Raise or lower to position lumbar support in your lumbar area. Reduces likelihood of back pain.



Seat Depth Change the depth of the seat to accommodate the length of your thighs. Keeps your back in contact with the backrest while avoiding pressure behind your knees.



Seat Angle Adjustment Forward and/or rearward. Allows chair to tilt forward and/or rearward changing the angle of your thighs in relation to the floor. Helps reduce disc pressure during forward leaning tasks.



Back Angle Adjust to change the angle of your torso in relation to your thighs. Helps reduce disc pressure and relaxes your back muscles.



Arm Height Raise or lower to support your forearms. Reduces muscular effort in neck and shoulders, minimizing risk of pain.



Waterfall Seat Edge Properly Contoured Cushions Reduces pressure at the back of Support the body effectively, the knee, contributing to good allowing you to sit longer without blood flow.



Allows outward movement of armrests to match shoulder breadth. Ensures armrests properly support forearms, reducing muscular effort in neck and shoulders.



Center-Tilt Movement Chair tilts from a pivot point under the center of the seat allowing you to rock. When your feet are well supported, blood flow is enhanced.



Soft Descent Pneumatic Lift Gently and gradually lowering the seat helps you easily select proper seat height without causing a jerking motion.





OfficestoGo, Ibex, Mid-Back Multi-Tilter Chair, Mesh, Black

Item#: GLBMVL2823 Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$324.86



- Ibex Mid-Back Multi-Tilter
- Adjustable lumbar support
- Height adjustable T arms
- Infinite position seat angle adjustment including forward tilt
- Ergonomic Features: A,B,C,D,F,G,H,L,M,N,S
- Mid-Back Multi-Tilter 26"W x 27"D x 39 1/2"H
- Made in Canada: Yes

OfficestoGo, Ibex, Mid-Back Multi-Tilter Chair, Mesh, Black

Item#: GLBMVL2823 Manufacturer/Brand: GLOBAL UPHOLSTERY CO.



Ergonomics



Tension Adjustment



Chair Tilt Lock



Seat Height



Back/Lumbar Height Adjustment



Back Angle Adjustment



Arm Height



Waterfall Seat Edge



Center-Tilt Movement

Global™ Ibex Mid-Back Multi-Tilter Chair, Fabric, Black, 26"W x 27"D x 39 1/2"H

Item#: GLBMVL2813QL10 Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$311.68



- Adjustable lumbar support
- Height adjustable T arms
- Infinite position seat angle adjustment including forward tilt
- Ergonomic Features: A,B,C,D,F,G,H,L,M,N,S
- 26"W x 27"D x 39 1/2"H
- Made in Canada: Yes

Global™ Ibex Mid-Back Multi-Tilter Chair, Fabric, Black, 26"W x 27"D x 39 1/2"H

Item#: GLBMVL2813QL10 Manufacturer/Brand: GLOBAL UPHOLSTERY CO.











Chair Tilt Lock

Lock Seat Height

Back/Lumbar Height





Seat Depth



Back Angle Adjustment



Arm Height



Waterfall Seat Edge



Contoured Cushions



Center-Tilt Movement



Seat Angle Adjustment

Ibex Mid-Back Multi Tilter, Black

Item#: GLBMVL2803FJN02 Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$ 276.84



- Ergonomic mesh seating designed to promote good posture and provide maximum comfort
- Height adjustable "T" arms
- Tilt tension adjustment
- Adjustable lumbar support
- Synchro tilter features multi position tilt lock
- Multi tilter features infinite position tilt lock
- Mid-Back Multi -Tilter 26"W x 27"D x 39.5"H
- Ergonomic Features: A, B, C, D, F, G, H, M, N, S
- Made in Canada: Yes

Ibex Mid-Back Multi Tilter, Black

Item#: GLBMVL2803FJN02 Manufacturer/Brand: GLOBAL UPHOLSTERY CO.





Tension Adjustment



Chair Tilt Lock



Seat Height



Back/Lumbar Height Adjustment



Back Angle Adjustment



Arm Height



Waterfall Seat Edge



Contoured Cushions



Center-Tilt Movement



Seat Angle Adjustment

Flint Mesh Back Synchro-Tilter, Black, GLBOTG10930

Item#: GLBOTG10930 Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$198.37



- Mesh back synchro-tilter chair, high back
- Unique translucent grid offers additional support and a distinct look
- Standard with height adjustable T-arms with self-skinned urethane armcaps
- Black base with dual wheel carpet casters is standard
- Seat available in Quilt, Black (QL10) with Black mesh back
- Synchro tilt with upright position tilt lock
- Tilt tension adjustment
- Pneumatic seat height adjustment
- Made in Canada: Yes

Flint Mesh Back Synchro-Tilter, Black, GLBOTG10930

Item#: GLBOTG10930

Manufacturer/Brand: GLOBAL UPHOLSTERY CO.





Tension Adjustment



Chair Tilt Lock



Seat Height



Arm Height



Synchro-Tilt Movement



Waterfall Seat Edge



Contoured Cushions

OfficestoGo, Stradic, Medium Back, Tilter, Black

Item#: GLBMVL11860QL10 Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$198.69



- Tension adjustment
- Contoured seat shape and waterfall edge
- Centre tilt built for the chair
- Adjustable arm height supports
- Raise or lower seat height
- Overall Dimensions: 23.5"L x 25"W x 35.5"H
- Backed by the Offices To Go Limited Lifetime Warranty
- RATED LEVEL OF USE Weight rated up to 300 lbs.
- CHAIR WARRANTY Offices To Go Limited Lifetime Warranty
- Made in Canada: Yes

OfficestoGo, Stradic, Medium Back, Tilter, Black

Item#: GLBMVL11860QL10

Manufacturer/Brand: GLOBAL UPHOLSTERY CO.











Tension

Adjustment

Chair Tilt Lock

Seat Height

Arm Height







Contoured Cushions



Center-Tilt Movement

Six 31 Mid-Back Tilter

Item#: GLBOTG11531B Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$281.73



- Medium back fully upholstered chair
- Features multi tilter mechanism & infinite position tilt lock
- Standard with height adjustable arms
- Seat slider seat depth adjustment
- Concealed ratchet back height adjustment
- 25.5"Wx25"Dx44"H

Six 31 Mid-Back Tilter

Item#: GLBOTG11531B Manufacturer/Brand: GLOBAL UPHOLSTERY CO.





OfficesToGo™ Ionic Electric Height Adjustable Table, Wild Cherry

Item#: GLBMVL4824ETWCR Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$495.30



- · Effective option to aid in workplace wellness programs
- Ionic height adjustable tables allow you to move freely between sitting and standing without work interruption throughout the day
- Tables can be used stand alone or in conjunction with freestanding lonic desking products
- Quiet hex rod driven single motor. 220 lbs. lift capacity, operates at 0.75" per second
- Easy to use up-down controller with digital read-out and four memory programmable positions
- Meets applicable ANSI/BIFMA x5.5 standards
- 1" thick laminate top with matching 2mm edge
- Silver base
- Overall Dimensions: 48"W x 24"D x 28"-45.25"H
- OVERALL DIMENSIONS 48"W x 24"D x 28"-45.25"H
- COLOUR DESCRIPTION Winter Cherry
- COLOUR Light Brown
- Made in Canada Yes



Ionic, Table Desk, Tiger Maple Finish, ML4824DWL TMP TN

Item#: GLBML4824DWLTMP Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$245.08



- Thermally fused laminate top
- 2 mm PVC matching edge
- Freestanding rectangular desk 29"H with H-legs and stability panel
- 2" square post legs with 2" x 1" crossbar; leveling glides included
- Accepts Laminate Modesty Panel ML4812MPT
- Designed for quick and easy assembly
- Tested to meet ANSI & BIFMA desking standards



Ionic, Rectangular Desk, Winter Cherry Finish, ML6030D WCR WC

Item#: GLBML6030DWCR Manufacturer/Brand: GLOBAL UPHOLSTERY CO. Price: \$190



- Rectangular desks with two wire grommets and a full modesty panel
- Modesty panel recessed 4.5"
- Overall Dimensions: 60"W x 30"D x 29"H
- OVERALL DIMENSIONS 60"W x 30"D x 29"H
- COLOUR DESCRIPTION Winter Cherry
- COLOUR Light Brown
- WARRANTY Offices To Go 5 Year Warranty
- Made in Canada Yes



MidMod by Union & Scale[™] 60" Storage Desk, Espresso, Modern Desk

Item#: UNSUN57412 Manufacturer/Brand: UNION AND SCALE CO. Price: \$240



- MidMod is a collection by Union & Scale TM
- Geometric forms and clean lines of this mid-century modern storage desk with storage allow you to curate an inspired office space
- Rectangular desk with a modern furnishing style
- Desk surface and storage unit feature cord management grommets to conceal cables
- Pairs perfectly with other Essentials by Union & Scale furniture
- Assembly required
- Meets or exceeds ISO 9001, ISO 14001, GREENGUARD, EPA, and CARB II standards
- Dimensions: 29.5"H x 59.7"W x 29.4"D
- 7-Year Limited Manufacturer Warranty



Accessories

Quartet® Desktop Glass™ Dry-Erase Pad 18" x 6"

Item#: QRT60021 Manufacturer/Brand: QUARTET Price: \$31.21



- Designed to fit perfectly in the space between your monitor and keyboard.
- Superior Surface. Tempered safety glass will not stain or ghost.
- Built-in marker tray holds markers in place.
- Accessory drawer keeps all your tools in place.
- Includes 1 Quartet® dry-erase marker.
- Limited 15-Year Warranty.



Accessories

Deflecto® Low Pile Carpet Chairmat, 46"x60" Rectangle

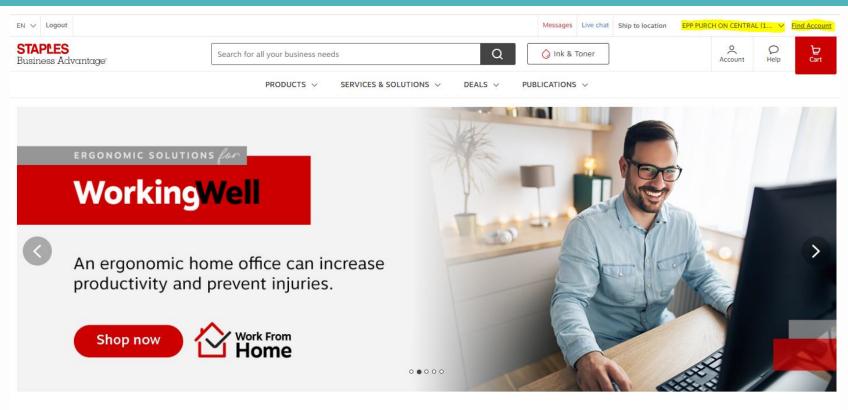
Item#: DEFCM13443FST Manufacturer/Brand: DEFLECTO CORPORATION . Price: \$60

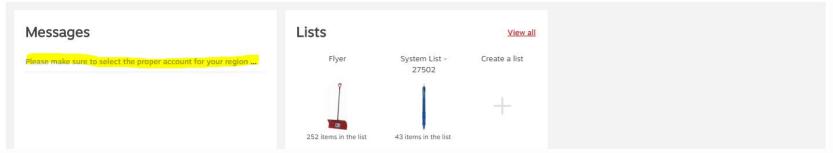


- Lightweight, moderate use Chairmats for commercial and low pile carpet
- Perfect for offices with low-pile or commercial carpet
- Lightweight protective vinyl Chairmats prevents wear and tear on floors
- Studded for superior gripping power on carpets
- Easy-glide rolling surface
- 46"x60" Rectangle



EWAY



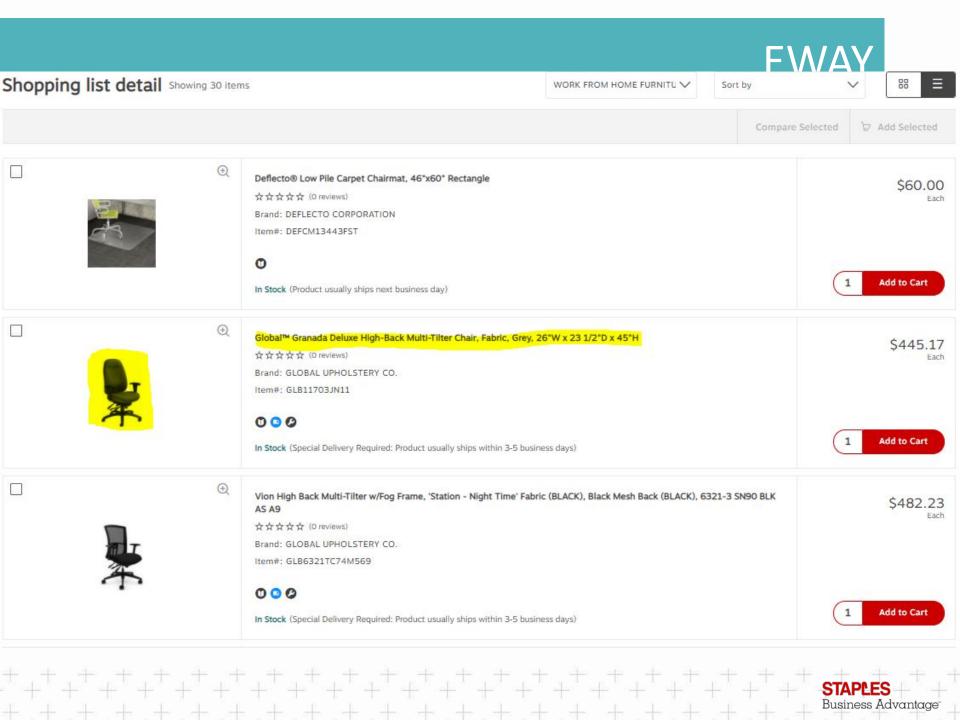




Shopping Lists

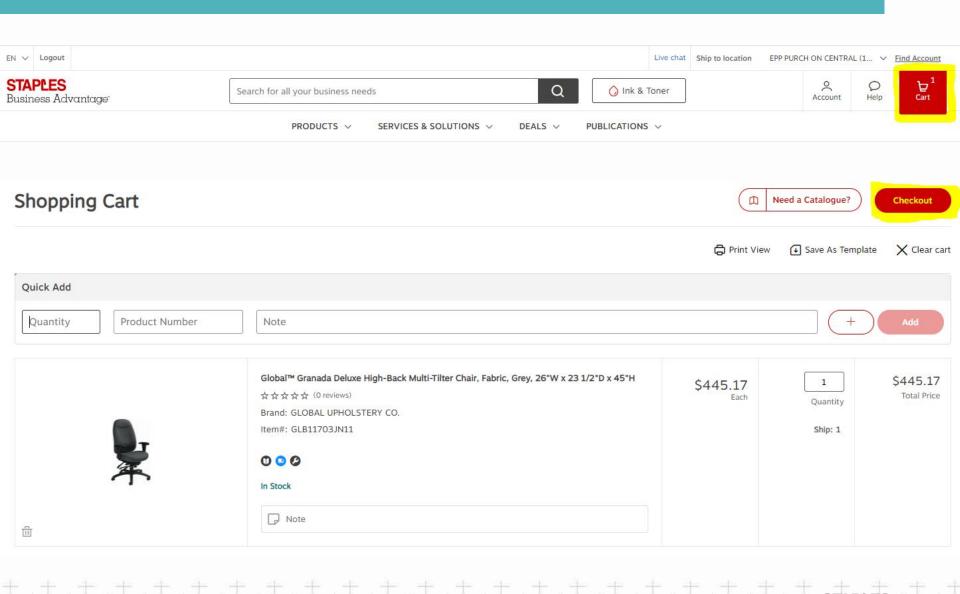
List name \$	List note \$	Item Count \$	Date Created \$	Type \$			
Elyer	Full Line Flyer October 2020	252	2020-10-01	Private	Add to Cart	0	î
<u>Flyer</u>	2021 Time Management Guide - 10%	285	2020-10-01	Private	Add to Cart	0	î
<u>Flyer</u>	Online Tech Flyer October 2020	34	2020-10-01	Private	Add to Cart	0	î
System List - 27502	System List - 27502	43	2020-10-05	Global	Add to Cart	0	î
Toner System List – 98345	System List - 98345	11	2013-01-14	Global	Add to Cart	0	î
WORK FROM HOME - TECH		25	2020-10-20	Global	Add to Cart	0	î
WORK FROM HOME FURNITURE		30	2020-10-16	Global	Add to Cart	0	î







Business Advantage





Checkout



Delivery Details

There are furniture items in your cart that require special delivery. Special delivery furniture items can be delivered to your shipping address or picked up from one of our warehouses.

Note: Special delivery options are not available on items that ship directly from a trusted Staples partner, these products are marked with the following icon

Please select the service option for your special delivery furniture.

*By submitting this order, you agree to the Terms and Conditions related to the purchase of furniture items.

- I want my special delivery furniture items installed on-site. [\$31.25 fee applies]
 This service option includes delivery, unpacking, assembly (if required). Placement & installation of product at desired location.
- Standard delivery no on-site installation. [Included no charge for this service option]
 This service option includes delivery of special delivery furniture items only.
- I want to pick up my special furniture item. [Included no charge for this service option]



Delivery riddress									
Company Name*			Delivery Instruction		30/30				
Attention			(i) Maximum 30 characters. Do not use to spec Delivery products.	fy alternate address location or for Spe	cial				
			Special Delivery Contact						
Street Address*			Contact Name*						
			Panasonic EPP						
Building/Floor/Suite/Room			Phone Number*	Extension					
City* F	Province*								
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Postal Code*									
Special Delivery Questions Is this a residential delivery? No Is an elevator required? No	~	What is the delivery	v access method? ①						
Is a stair carry required? ①									
No V			~						
Are there restrictions on delivery date/	time? ②								
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Order Information								
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Phone Number*	Extension	Optional Comment (not transmitted	d with order)					
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The default payment method ma	y not be available in all accou	unts.						
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