



December 15, 2007

Brethren,

We are happy to present a STAPLES Business Advantage Office Supply program opportunity to all Grand Lodge F. & A. M. of Tennessee Members and Lodges the opportunity to provide an office supply savings solution for you and your lodge. Staples' focus is to maximize savings available to all participants through group pricing and the flexibility to offer Net 30 payment terms or the ability to use a credit card if you prefer. Listed below are the major highlights of our new program with Staples. To get enrolled you can click on the link below or register through our website.

<https://linkregistration.stapleslink.com/webapp/wcs/stores/servlet/emailreg/emlcustomerreg?RegFormId=134738&storeId=10101&langId=-1>

Catalogs

Staples has offered us the 2008 Unbelievable catalog, priced 15 to 20% less than retail pricing. Additionally we are offering a 40% average discount on their 2008 STAPLES Full Line Catalog, which has over 8500 items. Free next day delivery on all orders of \$30 or more, to most members. Printing and custom letterhead and envelopes are available through this program at significant savings for those that choose to utilize those services.

Order Entry

Staples set up a Grand Lodge F. & A. M. of Tennessee password protected website on (www.stapleslink.com). This system is available 24 hours and provides three levels of online approval process if needed for your lodge. They will also accept phone (877-826-7755) and fax orders (877-609-7770) in the event the internet is unavailable.

Delivery

Deliveries will be made by a combination of courier services and UPS depending on your location. Orders placed before 4PM will be delivered free of charge the next day to most members.

Staples Retail Purchases

Grand Lodge F. & A.M. of Tennessee and all members can take advantage of Staples retail locations by using a convenience card or by using a recognized (preauthorized) credit card affiliated with your account for their emergency purchases. All members will get the lower of your Staples Business Advantage account pricing or the retail pricing, whichever is lower when shopping in our retail stores. Convenience Card purchases will be invoiced as noted below.

Customer Service

Customer Service is centralized and a dedicated team of North American based Customer Service professionals, all of whom are Staples employees will assist with any questions regarding product, delivery information or other need assistance. Staples Business Advantage Customer Service Team is the only Office Supplier in the US that has earned the J.D. Powers and Associates certification and we have earned that for four consecutive years. Customer Service can be reached at 877-826-7755. Our Account Manager is Jeannine Edgerton. Jeannine will handle any issues dealing with setup of your account as well as the set up and on going maintenance for you and anyone else in your lodge. Jeannine can be reached via email at Jeannine.Edgerton@staples.com or in her office at 615-826-7256.

Billing

Billing options include weekly invoicing to each member or lodge that placed an order during that given week. Payment terms are Net 30 days. They also accept VISA, MasterCard, and American Express for anyone wishing to use an existing procurement card. Staples' team will set up each member to meet their individual preference.

Returns

Any end user can complete their return online through the Stapleslink.com website or by calling the Customer Service number listed above. Then simply return the product to the designated area that product was delivered.

Pricing

The 2008 Unbelievable Catalog Pricing is good through December 31, 2008. Pricing in these catalogs are an average of 63% off list pricing. Current accurate pricing will be reflected on the Stapleslink.com website at all times.

Sincerely,

Ronnie D. Johnson, PM
Executive Administrator
Past Grand Secretary