

XSCAPE THEATRES

STANDARD OPERATING PROCEDURES

Ordering Office Supplies

Effective Immediately-All Office products will be ordered online through Staples at <https://Staplesadvantage.com> Once the order has been placed Staples will send an email to the District Manager (DM) of the exact order that that the DM will then need to approve. Once the order has been Approved Staples will ship you the order.

If you wish to speed up the process you can send an email to the DM with a copy of what you would like to order for Review; as well as provide the necessary comments outlining the necessity of the items that are being ordered. Doing so could speed up the process of Approval & Delivery of your order, as this will cut down on the amount of emails after the order is submitted which can delay your shipment up to 2 weeks.

Make sure you Do Not run out of supplies; if you must go to the store it should be for an emergency only & MUST be Approved by the District Manager.

All Theatre locations are provided their own Username & Password for the Staples Website.