Staples is your partner in sustainability

<table>
<thead>
<tr>
<th>Common customer goals</th>
<th>Our solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>❏ Advance sustainable procurement</td>
<td>✓ Extensive product selection, reporting, and tools to support your efforts</td>
</tr>
<tr>
<td>❏ Reduce delivery packaging</td>
<td>✓ Smart Size packaging innovation and order management tools</td>
</tr>
<tr>
<td>❏ Go green in your buildings</td>
<td>✓ Worklife recycling solutions and green facilities programs</td>
</tr>
<tr>
<td>❏ Work with sustainable suppliers</td>
<td>✓ Recognized sustainability leader</td>
</tr>
</tbody>
</table>

* Association for the Advancement of Sustainability in Higher Education (AASHE) Stars sustainability tracking and rating program and Leadership in Energy and Environmental Design (LEED), a program of the US Green Building Council.
Advance sustainable procurement: Extensive product selection

Nearly 15,000 products with eco features

Staples captures more than 45 eco attributes, from recycled content to certifications and other green designs.

Every product category

Business Essentials, Facility Solutions, Breakroom Solutions, Technology Solutions, and more.
Advance sustainable procurement: Tools to drive sustainable purchasing among employees

- Web site allows **filtering by environmental products**
- Create customized **shopping lists of eco-friendly products**
- Sign up for **eco-product alternatives functionality** to auto-suggest eco-friendly products to end users
- Implement **hard substitutes to eco alternatives** from specific items
- **Adjust contract items** to increase number of sustainable products in assortment
- Establish **block lists** to avoid specific items
Advance sustainable procurement: Environmental summary report

- Industry leading report to quantify spend on eco-responsible products
- Integrates 45+ attributes to rate your eco spend as basic* or advanced**
- Easily spot improvement opportunities for the product categories you purchase the most
- Readily compare and track progress over time and between locations
- Leverage report to benchmark against similar customers

* Basic eco features: Less than 30% post-consumer content, less comprehensive standards or features (SFI, AP nontoxic, solar powered calculators, Indoor Advantage indoor air quality, refillable pens, etc.)
** Advanced eco features: Meet leading environmental standards or features: 30%+ post-consumer recycled; remanufactured; certified to leading standards (FSC, GreenSeal, EPA DfE, Energy Star, level, etc.); or contain >= 30%+ bio-based plastics or agricultural residues
Advance sustainable procurement: Environmental detail report

- Complements summary report, helping **target specific opportunities to shift spend to eco-responsible alternatives** in your most important categories

- Allows you to **focus on and track specific eco features of interest**, from recycled content to certifications like Green Seal, FSC, Energy Star, and many others

<table>
<thead>
<tr>
<th>Customer Number:</th>
<th>EXMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Run Date:</td>
<td>03.13.2018</td>
</tr>
<tr>
<td>Report Date Range:</td>
<td>01.01.2017 - 12.31.2017</td>
</tr>
</tbody>
</table>

### Product Information and Usage

<table>
<thead>
<tr>
<th>SKU</th>
<th>Item Description</th>
<th>UOM</th>
<th>Qty</th>
<th>Adj Gross Sales</th>
<th>ECO Feature</th>
<th>ECO Sub Feature</th>
<th>Recycled</th>
<th>Total recycled %</th>
<th>Post consumer recycled %</th>
<th>Remanufactured</th>
<th>3rd Party Cert/Std Flag</th>
<th>EPA CPG</th>
<th>Energy Star</th>
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</thead>
<tbody>
<tr>
<td>492072</td>
<td>SPSLS 8.5X11 30% REC COPY CS</td>
<td>CT</td>
<td>2.025</td>
<td>$62,811.33</td>
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<td>Advanced</td>
<td>Y</td>
<td>30</td>
<td>30</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>136315</td>
<td>CARDER CHAR</td>
<td>EA</td>
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<td>N</td>
<td>Y</td>
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<tr>
<td>534909</td>
<td>0X12 TYV ENV 100 CT WHITE</td>
<td>BX</td>
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<td>Y</td>
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<tr>
<td>108250</td>
<td>HP 950X BLK/951 CLR Ink 4PK</td>
<td>PK</td>
<td>41</td>
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<td>N</td>
<td>Y</td>
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<td>912971</td>
<td>HP C255X DUAL PACK BLK TONER</td>
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<td>Basic</td>
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<td>26</td>
<td>11</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>
Reduce delivery packaging

• Pack Size technology customizes box sizes for each order*
• Benefits include a 20% reduction in box size and cardboard use plus 60% fewer air pillows
• Set order minimums to consolidate orders and packaging and save on order processing
Increase recycling: Staples offers recycling solutions for many different items.

**Office Electronics**
- Easy mail back w/ many box sizes
- Optional serialized tracking
- e-Stewards / R2 certified recycler

**Toner & Ink**
- Free recycling
- Driver pick up
- Mail return labels

**Lamps & Batteries**
- Easy mail back program
- Accept various items
- Responsible recycling

**Furniture**
- Innovate banking and remanufacturing solution with Davies Office
- Donation program via IRN
- Customized to your needs

**Zero waste boxes**
- Many categories from break room and safety to binders
- Just fill, close, and ship

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[Staples Logo]
Operate your buildings more sustainably

• Sustainable facilities programs effectively clean and sanitize without toxic chemicals

• Help reduce cost and waste while promoting improved indoor air quality with eco products from leading brands
  • Complete green cleaning programs
  • Energy Star LED lighting
  • Water-efficient faucets and dispensers
  • Recycling containers and services

• Energize employees with healthier and natural break room snacks and drinks

• Staples reporting reduces effort for green building certifications
## Solutions to meet your sustainability objectives

<table>
<thead>
<tr>
<th>PRODUCTS &amp; SOLUTIONS</th>
<th>SMARTER PACKAGING</th>
<th>GREENER BUILDINGS</th>
<th>SUSTAINABLE PARTNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Nearly 15,000 environmental products</td>
<td>• <strong>Smart Size system</strong> matches box size to order</td>
<td>• <strong>Recycling services</strong> for toner, technology, furniture, and much more</td>
<td>• 8th year named Energy Star® Partner of the Year</td>
</tr>
<tr>
<td>• <strong>Product brands, exclusive to Staples</strong>, including sustainable cleaners and business essentials</td>
<td>• 125+ <strong>custom box configurations</strong> significantly reduces box size and materials</td>
<td>• <strong>Green cleaning services</strong> to reduce costs while eliminating harsh chemicals and improving indoor air quality</td>
<td>• 13 years on the Dow Jones Sustainability Indices</td>
</tr>
<tr>
<td>• <strong>Custom reporting</strong> on environmental spend to identify opportunities to improve</td>
<td>• 15%+ less corrugate and 60% fewer air pillows</td>
<td>• <strong>Support to meet certification programs</strong> like LEED and AASHE Stars.</td>
<td>• 640 active U.S. facilities designated ENERGY STAR® certified</td>
</tr>
<tr>
<td>• <strong>Website tools</strong> to support eco-responsible shopping</td>
<td>• <strong>Small order reduction</strong> options to reduce deliveries, packaging and your order management costs</td>
<td></td>
<td>• Recognized by Forest Stewardship Council™ for commitment to forest conservation</td>
</tr>
</tbody>
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**Staples**