

**JEFFERSON COUNTY PUBLIC SCHOOLS**

**KYMA 758 1900000464**

**JCPS # 4600515-1727419**

**VENDOR # 41242**

**PHONE # 800-589-5886**



**Important Note:**

Our on-line catalog is available to look up contract items and pricing:

[www.office3sixty.com](http://www.office3sixty.com)

The Login information below allows access to the current JCPS approved contract items and pricing:

Username: jcps

Password: jcps1

***Reminder:***

All orders should include the correct contract product number, quantity desired and a brief description of the product. A brief description helps determine if the product number and the product description match.

## ***Delivery***

NO Minimum Order Amount    ALL Delivery Is FREE!

All orders received before 4:00pm EST will be processed the same business day.  
All orders received after 4:00pm EST will be processed the next business day.

Deliveries will be made to locations as specified on the order form in the Ship To Address.  
Please include contact name and phone number, building name, floor and room number.

A packing list will be included with each shipment and should be checked immediately against the merchandise received. **Any order discrepancies, errors, incorrect shipments or shortages must be reported to the Cardinal Customer Service Department within 5 business days.**

Phone: 800-589-5886

Fax: 800-539-4325

Email: [cservice@cardinalos.com](mailto:cservice@cardinalos.com)

## ***Credit / Return Policy***

Any product that is damaged or defective upon receipt will be replaced at no charge.

Full credit will only be given for returned product that is unused, in its original package/box and in resalable condition. **All return requests must be communicated to the Cardinal Customer Service Department within 30 calendar days from the invoice date.**

Custom Orders (i.e. stamps, specialty binders/folders, large quantity orders) are subject to restocking fees.

Electronic Items over \$300.00 in value (i.e. shredders, printers, fax machines) cannot be returned without ALL of the original manufacturer packaging, product literature and user manual.

***PLEASE SAVE ALL ORIGINAL PRODUCT PACKAGING!***