

How to Request Supplies

If your device is under a supply contract, most likely your consumable items will be ordered and shipped automatically once that item hits a specific threshold (percentage left or number of days remaining). If your item was already ordered or hasn't reached the threshold, we will call or email you with a status update.

OPTION 1

Call Office Advantage at **866-732-4675**

- The call will be answered by one of our local offices in Mitchell or Sioux Falls, SD.
- If your supply request is urgent, this will be the best method to get assistance quickly.

OPTION 2

Request supply items online using our website:

<https://www.officeadv.com/request-supplies>

- Fill out the form and submit.
- You will receive a confirmation email that we received your request. A follow-up call may be required if we need additional details or have questions.
- If time submitted is within 2 hours from end of day, your order may not be placed until the next business day.

Please fill out the form to request supplies.

First Name
Last Name
Company
Email
Phone
Serial Number or Equipment Number (E.g. E-1234)
Make or Model of Device
Items needed (E.g. Black Toner; part# 306702281) * Please include part numbers if possible.
Is your device inoperable? * <input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> I'm not a robot
Submit Supplies Request

Your first name

Your last name

Your company's name

Your email address

Your phone number

Serial number or equipment number of the device (This information should be listed on our sticker attached to the front or top of device. If your device is not under contract, the serial number may be on the back of the device or displayed on the control panel.)

Make & model of device (This information is usually on the front of the device.)

Items needed (Please be as descriptive as possible and include both a description and part number if possible. You can also type additional notes here if you like.)

Is your device inoperable (Is it completely down due to being out of a consumable item?)