

## THE SUPPLY ROOM COMPANIES WAIVER PROCESS

Email request to our Account Executives, either **Holden Tucciarone**, [htucciarone@thesupplyroom.com](mailto:htucciarone@thesupplyroom.com), or **Alan Taylor**, [ataylor@thesupplyroom.com](mailto:ataylor@thesupplyroom.com), requesting the item(s) needed. The Account Executive will provide a quote for the item(s). If they cannot provide the item(s), or if they cannot meet the pricing obtained from a “like” vendor (Office Depot, etc.) they will reply as such in response to your email. The Account Executive response time from receipt of your email is typically within 24 hours.

If receive an out of office message, send request to the other Account Executive. If you have a question, or would like to follow up by phone:

**Alan Taylor**, 804-412-2751

**Holden Tucciarone**, 804-412-2737