

### **W.B. Mason Account**

W.B. Mason is our contract supplier for office supplies and furniture. Orders can be placed through [W.B. Mason's website](#).

When you need to make changes to your W.B. Mason account, please contact **Jerry Ranando and copy Julie Bunce** and provide the following information: full name, department, phone number, ship to address, and smartkey. **You do not need to involve Purchasing in any of these changes.** By reaching out to W.B. Mason directly your changes will be addressed immediately.

Jerry Ranando - [jerry.ranando@wbmason.com](mailto:jerry.ranando@wbmason.com)

Julie Bunce - [Julie.bunce@wbmason.com](mailto:Julie.bunce@wbmason.com)

### **Dupli Account**

Dupli Envelope and Graphics is our preferred supplier for business cards, letterhead, envelopes, and other stationery needs. They also supply sticky notes, calendar, and removable wall stickers. [Dupli's website](#) may be accessed via a link from Wesleyan's Purchasing website under Finance. For any inquiries regarding stationery items not listed on the website, please contact Brent Dufour via email at [bdufour@duplionline.com](mailto:bdufour@duplionline.com) or via phone at [\(203\) 913-2276](tel:(203)913-2276).

If you need assistance with your Dupli online account or your order, please contact Shannon Adams, our Customer Service Representative via email at [sadams@duplionline.com](mailto:sadams@duplionline.com) or via phone at [\(315\)234-7227](tel:(315)234-7227). For inquiries regarding creating a new account, please include the following information in your email to Shannon: full name, department, phone number, ship to address, and smartkey.