

Office Depot, an eProcurement supplier, has partnered with Procurement Services to put together this quarterly newsletter with the latest tips, news, important events and information to keep you in the loop. Let us know what you think!



GP 100% Recycled Paper Now Available

Office Depot now offers Georgia Pacific Spectrum 100% Recycled Paper as a replacement for the Grays Harbor recycled paper. It is available in the full assortment of sizes (letter, legal, ledger) and 3-hole punched. The paper is manufactured at GP's paper mill in Camas, WA, which also produces 60% of its energy needs using renewable Bio-Mass fuel sources. To order this paper, please go to Office Depot in eProcurement and use the following Office Depot item numbers:

OD Item #	% Recycled	Sheet Size	UOM
790206	100%	8.5x11	Case
368158	100%	8.5x11	Pallet (40 cases)
790278	100%	8.5x14	Case
790323	100%	11x17	Case
790197	100%	8.5x11, 3-Hole Punch	Case

Shopping Lists: Convenient and Time-Saving!

Custom Shopping Lists organize frequently purchased items so you don't have to search for the same things every time you need to order. For your convenience we offer two types of Shopping Lists. 'Company Wide' lists which are created and maintained by your Program Administrator can be used for ordering by all users. You can also create your own 'Personal' list, for just your favorite items. Select 'My Shopping Lists' on the Shopping Cart view when ordering online, for faster and more efficient ordering!



New Product Spotlight:

Paper Mate Earth Write™

Introducing two products from a line of recycled and/or eco-conscious Paper Mate products. The Earth Write™ Retractable Ball Point Pen and Mechanical Pencil. The majority of these products' components are bio-based, made from corn, an annually renewable resource. They biodegrade in backyard soil/home compost, a landfill alternative in about a year. For a free sample, please reach out to Scott Komine.



Item #s Description

- 409-986 Med pt pen, black, dz (refill #475-228, 2/pk)
- 409-977 Med pt pen, blue, dz (refill #928-606, 2/pk)
- 410-022 Mechanical pencil, 0.7 mm, 2/pk

Did You Know...

- ◇ ...that Office Depot has one of the largest assortments of eco-conscious office products in the industry? In the U.S., we offer more than 9,200 products with environmental attributes and/or Eco-labels. This includes 6,800+ items with recycled content (including remanufactured), 1,000+ energy efficient electronics and lights, and hundreds of items certified to be made with safer chemicals.
- ◇ ... that in 2008, Office Depot built the world's first LEED certified retail store prototype in Austin, TX? The store obtained LEED Gold certification from the USGBC and won the 2009 Environmental Store of the Year Award from Chain Store Age Magazine.

We're always here to help with any questions about how you can go greener! Please call or email any of us on the contact list below!

If you have any questions or suggestions on our newsletter, please feel free to contact us:

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