Office Depot Print Order Form

Revised: March 2015

Store #: _____ Ship To: _____

Franchisee: _____ Street Address: _____

Account #: _____ City, State Zip: _____

Ordered By: _____ Phone #: _____

Customer Service: 800-983-3376 **To Place Future Orders On-line: business.officedepot.com**

Team Member Training Materials

	Foundations and Cleaning	Qty
PC001	Popeyes Foundations	
PC170	**Foundations and Cleaning Set (all job aids & checklists)**	
Job Aids		
PC124	Personal Hygiene	
PC125	Cross Contamination	
PC122	Holding Drawers	
PC123	Product Temperatures	
PC169	Cleaning Tea Spigot	
Checklists		
PC120	Food Safety	
PC146	Curb Appeal	
PC147	Lobby Cleaning	
PC118	Storage Areas	
PC119	Washing Dishes	
PC121	Marking Hold Times	
PC168	Cleaning Tea Spigot	
Posters		
PC167	Hold Times	
PC166	Guest Areas	
PC038	People Poster	

	Prep	Qty
PC165	**Prep Set (all job aids & checklists)**	
Job Aids		
PC101	Biscuit	
PC103	Cajun Rice	
PC105	Chubs	
PC107	Cole Slaw Packaging	
PC108	Cole Slaw Preparing	
PC110	Green Beans	
PC112	Mashed Potatoes	
PC114	Red Rice	
PC164	Making Fresh Brewed Tea	
Checklists		
PC102	Biscuit	
PC104	Cajun Rice	
PC106	Chubs	
PC109	Cole Slaw	
PC111	Green Beans	
PC113	Mashed Potatoes	
PC115	Red Rice	
PC116	Prep Station Setup	
PC117	Sandwich Station Setup	
PC163	Making Fresh Brewed Tea	
Posters		
PC162	Sandwiches	
PC161	Preparing Side Items: Cajun Rice	
PC160	Preparing Side Items: Chubs, Mash. Pot., & C. Slaw	
PC159	Preparing Side Items: Green Beans & Red Rice	
PC158	Packaging Side Items	

	Production	Qty
PC081	**Production Set (all job aids & checklists)**	
Job Aids		
PC082	Ice Bath Batter Station	
PC084	Chicken - Batter Prep	
PC085	Chicken - Battering	
PC086	Chicken - Cooking	
PC087	Chicken - Seasoning	
PC089	Tenders	
PC092	Fryers Cold Clean	
PC093	Filtering Fryers	
PC094	Shortening Care	
PC095	Popcorn Shrimp Cooking	
PC099	Freezer to Fryer Cooking	
Checklists		
PC083	Ice Bath Batter Station	
PC088	Chicken - Batter Fry	
PC090	Tenders	
PC091	Fryers - Filtering	
PC096	Popcorn Shrimp Cooking	
PC097	Catfish Cooking	
PC098	Cajun Fish Cooking	
PC100	Freezer to Fryer	
Posters		
PC153	Seasoning Chicken	
PC152	Battering & Frying Chicken	
PC151	Bonafide Chicken	
PC150	Blackened Tenders Color Chart	

	Service	Qty
PC126	**Service Set (all job aids & checklists)**	
Job Aids		
PC128	Cajun Fish Packaging	
PC130	Catfish Packaging	
PC132	Job Aid Cole Slaw	
PC136	Popcorn Shrimp Portioning	
PC137	Popcorn Shrimp Packaging	
Checklists		
PC127	Bone-in Chicken Packaging	
PC129	Cajun Fish Packaging	
PC131	Catfish Packaging	
PC133	Cole Slaw	
PC134	Intro to Packaging	
PC135	Po Boy Sandwiches	
PC138	Popcorn Shrimp Packaging	
PC139	Tenders & Seafood Packaging	
PC140	Cash Handling	
PC145	Service	
Posters		
PC157	Packaging Bone-in Chicken	
PC156	Packaging Family Meals & Kids Meals	
PC155	Packaging Tenders & Nuggets	
PC154	Packaging Seafood	

Email or Fax orders to the following:

Central US email: rpf2956@officedepot.com or Fax 866-725-1762

Eastern US email: rpf2957@officedepot.com or Fax 866-725-1764

Western US email: rpf2960@officedepot.com or Fax 866-725-1765

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Revised: March 2015

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Franchisee:
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Ship To:
Street Address:
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Management Training Materials

	Popeyes Management Certification (PMC)	Qty
PC176	**PMC Set (all materials, validations, & workflows)**	
PC073	PMC Leaders Guide	
PC074	PMC Trainees Guide	
PC075	PMC Folder (Checklist)	
PC076	Hold Harmless Agreement (F2F)	
PC077	Transition from Training Checklist	
PC054	Shift Goals/Coaching Checklist	
Validations		
PC078	Production Management Validation	
PC079	Service Management Validation	
PC080	Shift Management Validation	
Workflows		
PC049	Manager's Workflow Shift	
PC050	Manager's Workflow Shift (Production)	
PC051	Manager's Workflow Shift (Service)	

New Restaurant Opening Materials

		Qty
PC300	New Restaurant Opening Kit	
	Includes the following required items:	
	*PC170 - Foundations and Cleaning Set	
	*PC165 - Prep Set	
	*PC081 - Production Set	
	*PC126 - Service Set	
	*PC166 - Guest Areas Poster	
	*PC167 - Hold Time Poster	
	*PC157 - Packaging Bone-in Chicken Poster	
	*PC156 - Packaging Family Meals & Kids Meals Poster	
	*PC155 - Packaging Tenders & Nuggets Poster	
	*PC154 - Packaging Seafood Poster	
	*PC153 - Seasoning Chicken Poster	
	*PC152 - Battering & Frying Chicken Poster	
	*PC162 - Sandwiches Poster	
	*PC161 - Preparing Side Items: Cajun Rice Poster	
	*PC160 - Preparing Side Items: Chubs, Mash. Pot., & C. Slaw	
	*PC159 - Preparing Side Items: Green Beans & Red Rice	
	*PC158 - Packaging Side Items Poster	
	*PC176 - PMC Set	
	*PC039 - Product Control Slips **(quantity: 60 pads)**	
	*PC047 - HACCP Log Book **(Qty: 3)**	
	*PC048 - Image Cleaning Calendar	
	*PC065 - SPEED Tracking Chart -- Basic **(Qty: 2)**	
	*PC171 - Popeyes Hospitality Program Guide	
	*PC040 - Quality Complaint Job Aid & Checklist	
	*PC177 - SMG/Voice of the Guest Guidebook	

Guest Relations Materials

		Qty
PC171	Popeyes Hospitality Program Guidebook	
PC177	SMG/Voice of the Guest Guidebook	

Operations Support

	General Operations Materials	Qty
PC045	Period Calendar 2015	
PC046	Monthly Calendar 2015	
PC047	Popeyes HACCP Log Book	
PC048	Image Cleaning Calendar	
PC039	Product Control Slips **(min 20 pads)**	
PC175	Spicy/Mild Labels	
PC052	Rush Readiness Checklist	
PC040	Quality Complaint Job Aid & Checklist	
Preventative Utility Management Program (PUMP)		
PC055	Preventative Utility Mgmt Program Book	
PC174	On/Off Stickers	
PC173	Breaker Stickers	
PC172	Preventative Maintenance Labels	
Speed		
PC063	SPEED Handbook	
PC064	SPEED Tracking Chart -- Advanced	
PC065	SPEED Tracking Chart -- Basic	
Timers		
PC067	Fast Track Timer Implementation Guide	
PC068	Setting Fast Track Parameters	
PC069	HME Timer Implementation Guide	
PC070	Setting HME Parameters	

People Services: Corporate Restaurants Only

		Qty
PC200	Crew New Hire Packet	
	Includes the following items:	
	*PC202 - Orientation Checklist	
	*PC203 - Crew Handbook	
	*PC204 - Honor Code Acknowledgement	
	*PC205 - Popeyes Security Standards Acknowledgement	
	*PC206 - Cashier Responsibility Acknowledgement	
	*PC207 - Uniform and Personal Appearance Acknowledgement	
	*PC208 - Social Media Policy	
	*PC209 - ESS How-to Guide	
	*PC210 - Electronic Payment Selection Form	
	*PC211 - Federal W-4 Form	
	*PC212 - Welcome Notice	
	Add one of the following items based on state:	
	*PC213 - Mississippi Withholding Certificate	
	*PC214 - Louisiana Withholding Certificate	
	*PC215 - North Carolina Withholding Certificate	
	*PC216 - Indiana Withholding Certificate	
	*PC217 - Arkansas Withholding Certificate	
PC220	Manager New Hire Packet	
	Includes all items from Crew Packet plus the following:	
	*PC218 - Manager Handbook	

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