



Facilities & Administration FAQ's – Office Depot Custom Stationery On-line

When I click on the “Custom Stationery Site” icon, the stationery does not show.

Make sure you are signed in using the xxxcsso.pxp.com login & password for business cards & stationery.

How will I know when my business card was approved after I emailed it to pxpfa@pxp.com?

You will receive an email confirmation from Office Depot. You can also check your Order Tracking link in Office Depot.

Who should I contact if I have trouble logging in?

You should contact the Facilities & Administration Dept's Administrative Assistant at x6072 or send an email to pxpfa@pxp.com.

What is the time frame for receiving business cards & other stationery?

Generally about 2 weeks. The email confirmation of your order will have the date of estimated delivery in it.

What if the stationery we need to order is not shown in the Custom Stationery On-line page?

The item has not been set up. Send an original to the Director of Facilities & Administration with an estimated annual usage. If approved, be sure to allow at least a minimum of 6 weeks for new items to be added to the site..

Before I order stationery, is there someone that I can contact to see if we have any in stock?

You may send an email to pxpfa@pxp.com.

Do I have to order Custom Stationery items separate from other Office Depot items?

Yes. The login pages are the same on both. It is your different login that directs you to the Custom Stationery Online site OR to the regular Office Supply site.

Will I receive a proof of the business card?

You will be able to preview and edit your business card for changes before you submit.

What if I need the business cards sooner than the 2 week delivery date?

Send email to pxpfa@pxp.com to give timeframe of when cards are needed.

I clicked on the business card to email it but did not get the selection box to allow me to email picture. What do I do?

Make sure you **RIGHT CLICK** on the mouse.

I am ordering business cards for an employee who would like to see a proof first before I submit. What do I do?

Once you see the online proof you may print the screen or email the image.