



Save time and money with our Copy & Print Depot™

By: Fred Decker

There was a time when futurists predicted that computers would make paper obsolete in the workplace. The reality hasn't quite measured up to that lofty goal. And if anything, computers have accelerated the need for paper products. If your work week typically involves wrangling with local printers over delivery dates, or delegating staffers to run to the nearest copy center for jobs your in-house equipment can't manage, it's time to take a closer look at the services provided by Office Depot's Copy & Print Depot™.



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To begin with, taking or sending documents physically to the print shop is becoming outdated. By working with Copy & Print Depot™, you can simply upload documents to business.officedepot.com/cpd in their original electronic format. We'll store them for you online, where you can view and edit your documents at any time and send them for printing as needed. Printing, binding and other services are available on a same-day basis, with the option of having your print jobs delivered or held for pickup at your most convenient Office Depot location.

That's a great convenience in itself. But there's more to Copy & Print Depot™ than its quick and reliable response to small-scale, one-off print jobs. It's also an ideal way to manage large-scale printing, for the forms and stationery that make up the bread and butter of your office supplies budget. You already know there's a cost attached to maintaining an inventory of forms, from the dollar value of your storage space to the staff time eaten up by inventory management. That's a cost you can minimize through the Copy & Print Depot™ services.

Again, you can simply upload digital versions of your company's stationery, checks and other high-volume forms to your online document storage. For these larger print jobs, Office Depot prints and maintain an inventory of forms. Because they're ready and awaiting your order, delivery is smooth and trouble-free. Just tell us when you need them, and they'll be there.

The process is even simpler with forms you run out of at a predictable rate. Set up a standing order and a preferred delivery method, and your forms will show up on a just-in-time basis. The same holds true for forms that you need on a regular basis. Whether it's a bi-weekly check run, monthly training materials or quarterly inventory sheets, just tell us what your ideal delivery schedule would be. We'll take it from there.

To find out more about this program, and other ways Office Depot's Copy & Print Depot™ can save you time and money, ask your sales representative or the staff at your local Office Depot® retail location.