

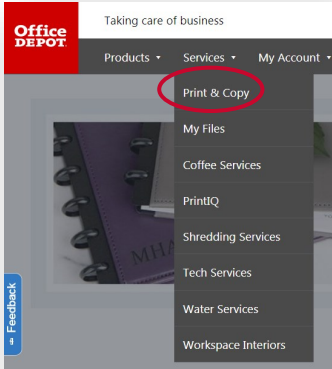
Brand Identity Quick Start Guide



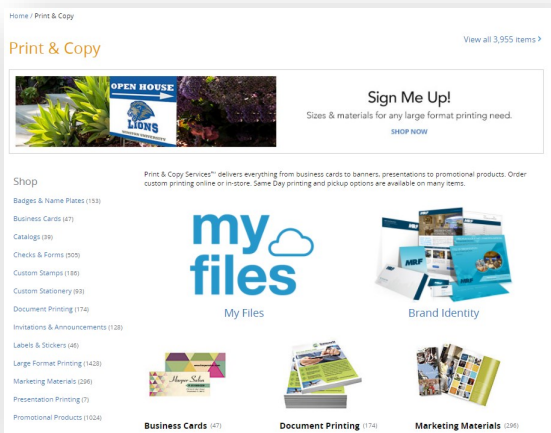
Login to **Business.OfficeDepot.com**

Click on Services (Top) > **Print & Copy**

You may also click the Brand Identity button from the Top Navigation



You will now be presented with the **Print & Copy Homepage**

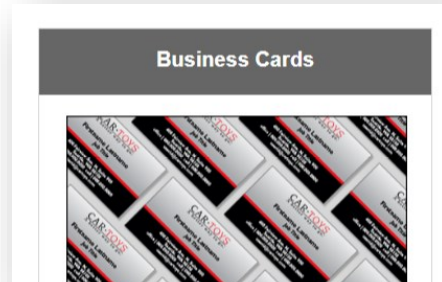


Click on **Brand Identity**



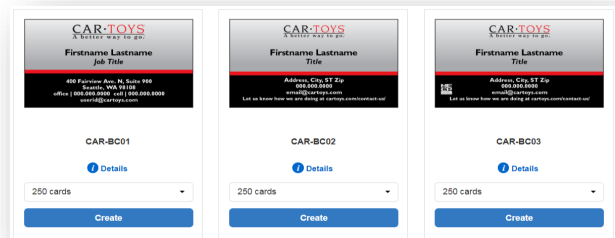
You are now presented with your **Business Cards Folder**
The Folders contain preconfigured and ready to order print items

- Click to enter the Business Card Folder



Once you enter a folder **Orderable Items** are presented.

- Select the item you wish to order
- Choose **Create** to customize
Some templates are password protected. Please reach out to the following email: operations@cartoys.com
- Enter the Quantity
- Click **Add to cart**



Add customization

Ensure you review Preview for accuracy

- To order additional imprinted items click **Order More**
- To check out click **Add to Cart**

