

Print Services— Ordering Reference Guide

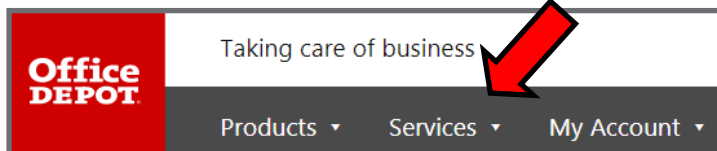


Login to **Business.OfficeDepot.com**



Business Cards

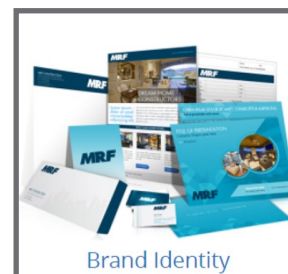
First select Services > Print & Copy



Brand Identity

Click the **Brand Identity** Icon and Business Card Folder

- HQ Business Card
- Store Business Card
- Variation Store Business Card
- Shared Services Business Card
- Regional Card



Operational Print Items

Click **Proprietary Items** (Upper Left Side under Account)

Or choose **Print Items** in the Shopping List

- | | |
|---|--|
| • Manual Invoice - 100/PK | • Outlet Price Tags - Orange - 50/PK |
| • Daily Scheduler AM - 50/PK | • Promo Sale Price Tags - Blue - 50/PK |
| • Daily Scheduler PM - 50/PK | • Promo Sale Price Tags - Purple - 50/PK |
| • Daily Scheduler Cover Up Label - 250/RL | • Customer Owned Gear Repair |
| • Regular White Price Tags - 200/PK | • Store Stock Defective Tag |
| • Accessory Price Tags - 50/PK | • Customer Owned Gear Label - 500/RL |
| • Clearance Accessory Price tags - Yellow - 50/PK | • Promo Sale Price Tags - Red |
| • Clearance Price Tags- Yellow - Large - 50/PK | • Large White Price Tag |



Customer Support

Brand Identity Customer Support

1-800-965-6270 **Option 1 (West Team)**

Email: Biwestregion@odcallcenter.com

Operational Print Items Office Depot Customer Service

Customer Service: 888.263.3423 (888.2.OFFICE)



Turnaround Times

Brand Identity

Please allow 5-7 Business Days for Production + Transit

Operational Print Items

Product is stocked in Kent, WA.

Orders are processed same day before 5pm Pacific

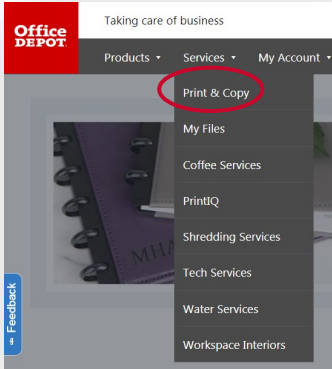
Brand Identity Quick Start Guide



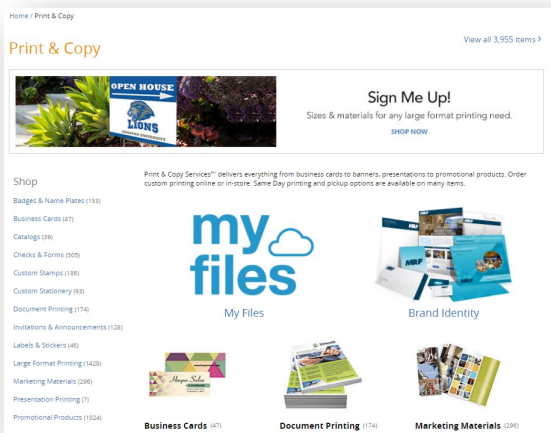
Login to **Business.OfficeDepot.com**

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**

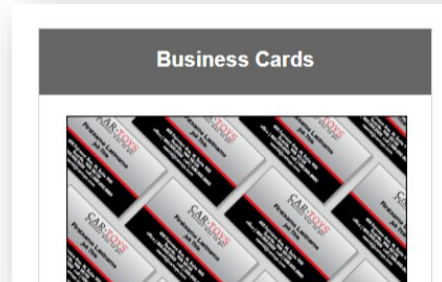


Click on **Brand Identity**



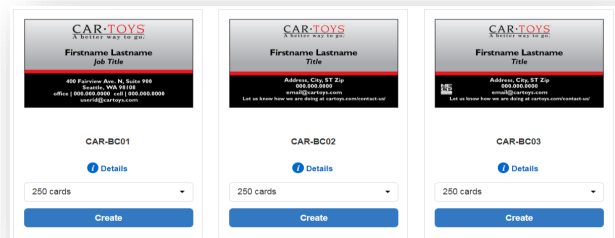
You are now presented with your **Business Cards Folder**
The Folders contain preconfigured and ready to order print items

- Click to enter the Business Card Folder



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

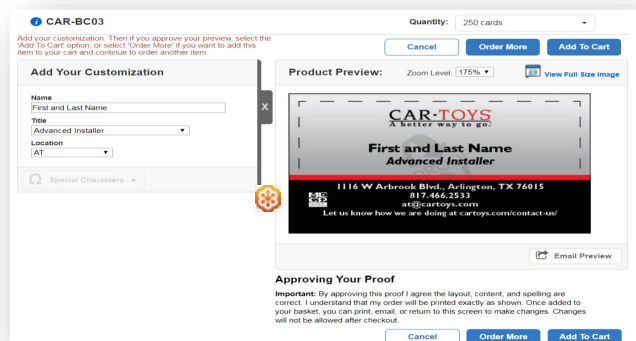
- Select the item you wish to order
- Choose **Create** to customize
*Some templates are password protected.
Please reach out to the following email:
operations@cartoys.com*
- Enter the Quantity
- Click **Add to cart**



Add customization

Ensure you review Preview for accuracy

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



Quick Start Guide for Car Toys Scheduler, Price Tags, Labels and More

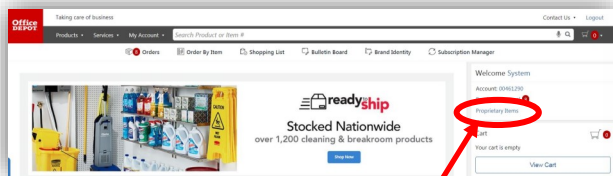


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From the Home Screen

Click on **Proprietary Items** Upper Right



Welcome Admin

Account: 05754589

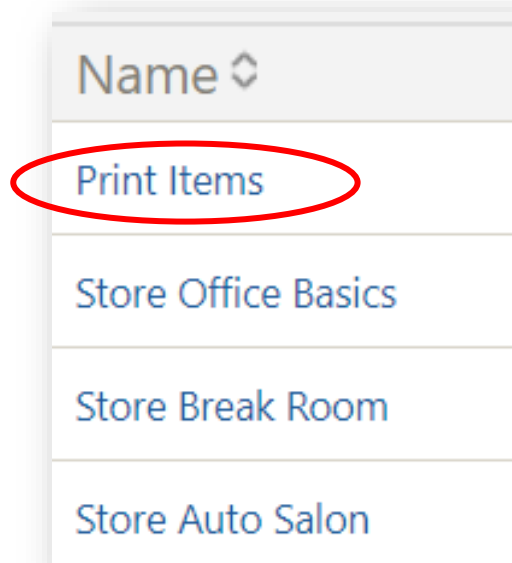
Pending Approval 0

Proprietary Items

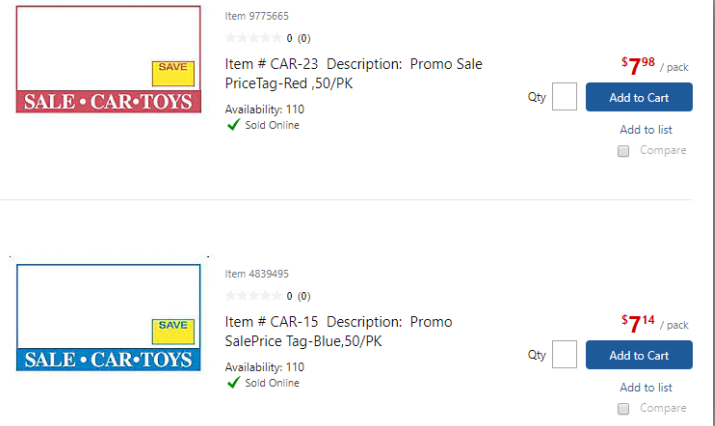
You may also access Print Items by using the
Top Navigation Buttons

Click **Shopping Lists** or **Bulletin Board**

The Bulletin Board provides updates and announcements



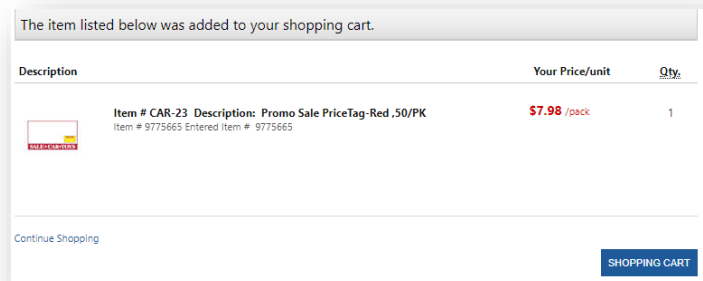
You will now be presented with the
Custom Print Items



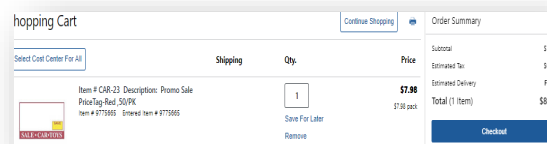
Add desired quantity to your product selection

Add to Cart to Check out

- To continue shopping click **Continue Shopping**
- To check out click **Shopping Cart**



- Click **Checkout** to complete ordering process



Order Questions:

Customer Service: 888.263.3423 (888.2.OFFICE)

Turnaround Time

Items are stocked in Kent, WA
Orders are processed by 5pm Daily
ETA is Dependent on Location