

Office DEPOT[®]

OfficeMax[®]

Taking care of business



YOUR BRAND IDENTITY SITE

Business Cards



Reminder Cards



Brochures



Step 1: Login to your BSD site (<https://business.officedepot.com/>) using your username and password

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password [Show](#)

[Log In](#)

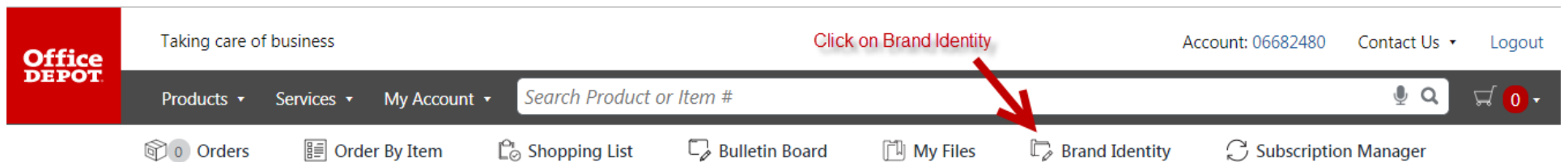
☐ Keep me logged in

[Forgot your login name/password?](#)

[Need Help Logging In?](#)



Step 2: Access your Brand Identity site:



Step 3: Select a product category, or search for the product you would like to order

CFCS Oakland Diocese Catalog

Search Catalog ...

Go >

CFCS Oakland Diocese Catalog

Search for a product or click a product category

Business Cards



Reminder Cards



Brochures



Envelopes



Letterheads



Mission Programs



Notecards & Greeting Cards



Pocket Folders



Name Badges



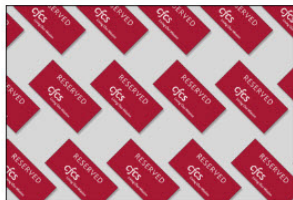
Postcards



Event Materials



Labels & Stickers



Step 4: Choose your qunatity and click “Create” or “Add to Cart”

Note: Items that are customizable will have a create button and when click it you will be directed to the customize page. Items with a Add to Cart button are not customizable and will be added directly to your shopping cart.

Envelopes

LOCATION 1
LOCATION 2 FORMER

cfcs

Living Our Mission

4775 Willow Rd, Ste 200
Pleasanton, CA 94588



Envelope - #10 CFCS Location - EN01

i

Details

500 envelopes

Create

CATHOLIC FUNERAL & CEMETERY SERVICES

cfcs

Living Our Mission

4775 Willow Rd, Ste 200
Pleasanton, CA 94588



Envelope - #10 Central Office - EN02

i

Details

500 envelopes

Add to Cart

cfcs

Living Our Mission

4775 Willow Rd, Ste 200
Pleasanton, CA 94588



Envelope - #10 Window CFCS Location - Black - EN03

i

Details

500 envelopes

Create

cfcs

Living Our Mission

4775 Willow Rd, Ste 200
Pleasanton, CA 94588



Envelope - #10 Window Central Office - Black - EN04

i

Details

500 envelopes

Add to Cart

LOCATION NAME LINE 1
LOCATION NAME LINE 2
ADDRESS LINE
City, CA 94588



Envelope - #9 Remit CFCS Location - EN05

i

Details

500 envelopes

Create

BUSINESS REPLY MAIL

4775 WILLOW RD, STE 200
PLEASANTON, CA 94588-0125



Envelope - #9 Business Reply Mail - EN06

i

Details

500 envelopes

Add to Cart

Step 5: Add you customizations

- Select you location from the Location drop down and then complete any other necessary fields. As you make selections the instant product preview will update
- Zoom in and out using the Zoom Level or “View Full Size Image”

Step 6: Approve your proof

- Once you have reviewed your product in the product preview and your customizations are correct click on the “Add To Cart button”

Business Card - CFCS Location - BC01 Quantity: 250 cards

Add your customization. Then if you approve your preview, select the 'Add To Cart' option; or select 'Order More' if you want to add this item to your cart and continue to order another item.

Add Your Customization

Name: Joe Smith

Title: Administrative Assistant

Hablo Espanol: Yes

FDR #: 1234

Location: Cooper Chapel

Cell: (123) 123 - 1234

Email: joe@cfcsoakland.org

Product Preview: Zoom Level: 175% [View Full Size Image](#)

COOPER CHAPEL
FD381

JOE SMITH
Administrative Assistant
Hablo Español
FDR1234

1580 Fruitvale Avenue
Oakland, CA 94601
joe@cfcsoakland.org

TEL (510) 533-4114
CELL (123) 123-1234

cfcs
Living Our Mission
CATHOLIC FUNERAL & CEMETERY SERVICES



A MINISTRY OF THE DIOCESE OF OAKLAND

[Email Preview](#)

Approving Your Proof

Important: By approving this proof I agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your basket, you can print, email, or return to this screen to make changes. Changes will not be allowed after checkout.

[Cancel](#) [Order More](#) [Add To Cart](#)

Step 7: When finished ordering, select “Checkout” to enter billing and shipping data

Office
DEPOT

Taking care of business

Account: 06682480 Contact Us Login

Products Services My Account

0 Orders

Order By Item

Shopping List

Bulletin Board

My Files

Brand Identity

Subscription Manager

Shopping Cart

Continue Shopping

Comments

Save

Update

Empty

Add to List

Share Cart

Order Summary

Subtotal

\$16.22

Estimated Tax

\$1.50

Estimated Delivery

FREE

Total (1 Item)

\$17.72

Checkout

Apply a Coupon Code

Need Stamps?



Step 8: Confirm your billing and shipping information and then click on Checkout

Checkout

Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

User information

ADMIN ADMIN

(510) 220 - 0705

none@none.com

Change

Delivery information

CFCO OAKLAND DIOCESE

4750 WILLOW RD STE 200

PLEASANTON, CA

94588

(Taxable)

Change

Email options

☒ Send me an email confirmation of this order

☐ Send a copy of order confirmation to

Order summary

Delivery order 1 # 331480453-001

Estimated delivery 07/02/2019

Account information

Contact

ADMIN ADMIN

Contact Phone

(510) 220-0705

Ext.

Comment:

Not used by our delivery carriers.

* Marked fields are required

Payment information

☐ Credit Card

☒ Account Billing

+ Redeem a Gift Card or Rewards Certificate

+ Apply a coupon code

Delivery order : # 331480453-001
Estimated delivery 07/02/2019

		Price	Qty.	Total	Remove Item
	CFCO OAKLAND DIOCESE BC01 Item # 6576755 Entered Item # 6576755 Manufacturer Direct	\$16.22 / box	1 EditView	\$16.22	

Subtotal	\$16.22
Delivery fee	FREE
Adjustments	\$0.00
Taxes	\$1.50
Total	\$17.72

Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the Terms and Conditions.

Continue Shopping

Save Cart to List

 Put This Order On Hold

 Place Order