

Print & Promo - Reference Guide

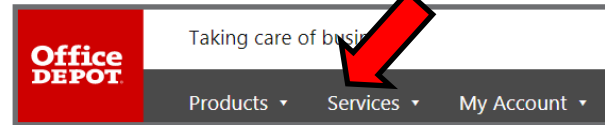


Login to **Business.OfficeDepot.com**

Business Cards, Brochures and More!

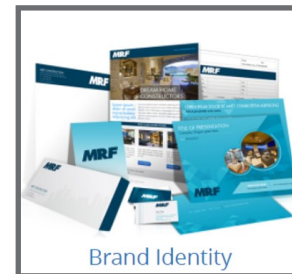
Select **Services > Print & Copy**

You may also access via **Brand Identity** Button on top



Product Assortment

- Business Cards
 - Protocol Brochures
 - Custom Add-Ons Brochure
 - Hydration Happy Hour Postcards
 - Custom IM Injection Rack Card
 - Menu of Services Booklet
 - Hella Hydration Poster*
 - Belly Buster Poster*
 - Classic C Poster*
 - Energy Poster*
 - Immune Poster*
 - Black Frames for Posters*
 - *Additional Items may be added by IV Nutrition Corporate*
- * Must order (1) Frame per (1) Poster (Separate SKUs)**



Production Time

3-4 Business Days: Business Cards, Postcards & Rack Cards

5-7 Business Days: Brochures & Posters/Frames

7-10 Business Days: Menu or Services

Office Depot Contacts

Brand Identity Account Specialist Team (Customer Service) - Level 1 Support	Email: Blwestregion@odcallcenter.com Toll: 800.965.6270
Bob Moore Office Depot Print Services Account Manager	Email: Bob.Moore@officedepot.com Tel: 612.803.9251
Ryan Wiebusch Office Depot Business Development Manager	Email: Ryan.Wiebusch@officedepot.com

IV Nutrition Contacts

Kaitlyn McCullagh - IV Nutrition Office Depot Program Admin	Email: kaitlyn@ivnutritionnow.com
Kate Dixon IV Nutrition Creative Designer	Email: katie@evolvepaleochef.com

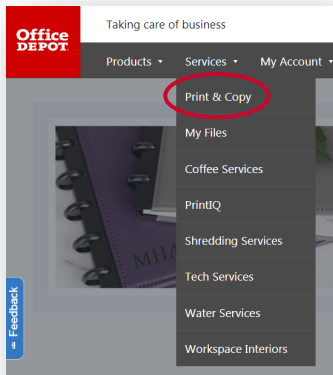
Brand Identity Quick Start Guide



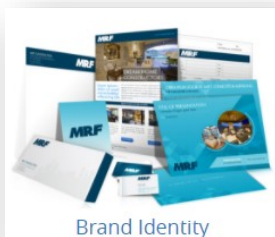
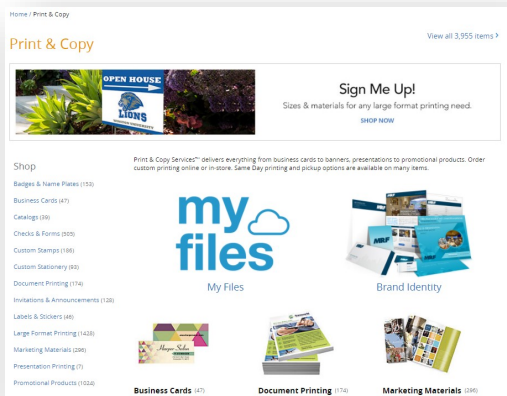
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Click on Services (Top) > **Print & Copy**

You may also click the **Brand Identity** Quick Link From the top navigation



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

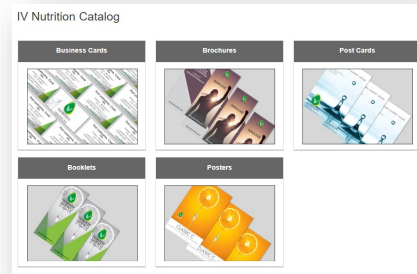


Click on **Brand Identity**



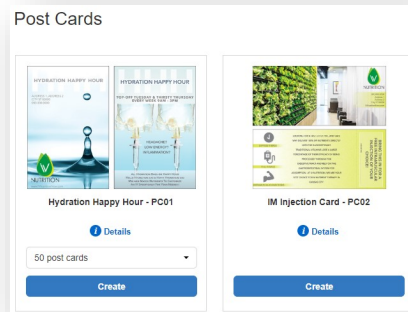
You are now presented with your **Product Category Folders**
The Folders contain preconfigured and ready to order print items

- Click to enter a Folder



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

- Select the item you wish to order
- Choose **Create** if customization is available or **Add to Cart** for static products.
- Enter the Quantity



Add customization (if applicable).

Ensure you review **Preview** for accuracy

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

