

Welcome!

Business Supply Source

Office DEPOT OfficeMax

Account Name:

Alternative Opportunities, Inc.

Acct. #:

17042618

PLACING YOUR ORDERS – Taking Care of Your Business



INTERNET ORDERS

Once your Account Manager has notified you of your User Name and Password, you may utilize Office Depot's Business Solutions Division Web-Site. The instructions below will assist you in logging on to the Web-Site.

LOGGING INTO THE ON-LINE CATALOG:

In the locations field, type the Office Depot Business Solutions Division site address:

<http://bsd.officedepot.com>

- Press Enter. The Please Log In window appears.

User Name:

Password:

Type your user name and password (upper or lower case letter), and then select START SHOPPING.

Check Auto Login if you do not want to type your user name and password each time you visit the BSD Web-Site.

When you select Start Shopping, the Office Depot Business Services Division homepage appears.

If first time on site or your password has expired, the Change User Login screen will appear asking for a new password & confirmation. When finished, select Start Shopping.

Advantages:

Easy & Convenient
Custom Shopping Lists
Real Time Inventory

24/7 Ordering
On-Line Reporting



CUSTOMER SERVICE:

Hours: 8:00 a.m. - 5:00 p.m. local time, Monday - Friday
To place an order:

By fax: 888-813-7272

By Phone: 800-685-8800

ORDER CUT-OFF FOR NEXT DAY DELIVERY:

By Fax: 4:00 p.m. local time
(Fax received time)

By Phone: 5:00 p.m. local time

To insure all orders are placed and shipped correctly, please provide the following information:

- Account Number
- Ship To Information
- Contact Name and Telephone Number
- Purchase Order (or other required information)
- Items to Order (Please use Office Depot 6-digit item numbers)
- Quantity of Item (Please use Office Depot catalog Unit of Measures). *The above unit of measures are requested to properly insure 100% Quality on the placement of Customer orders.*

**Office Depot Major Account
Manager**

Lisa Lane

Lisa.lane@officemax.com

(417) 827-4847

Call Customer Service for Immediate Assistance – 800-685-8800