

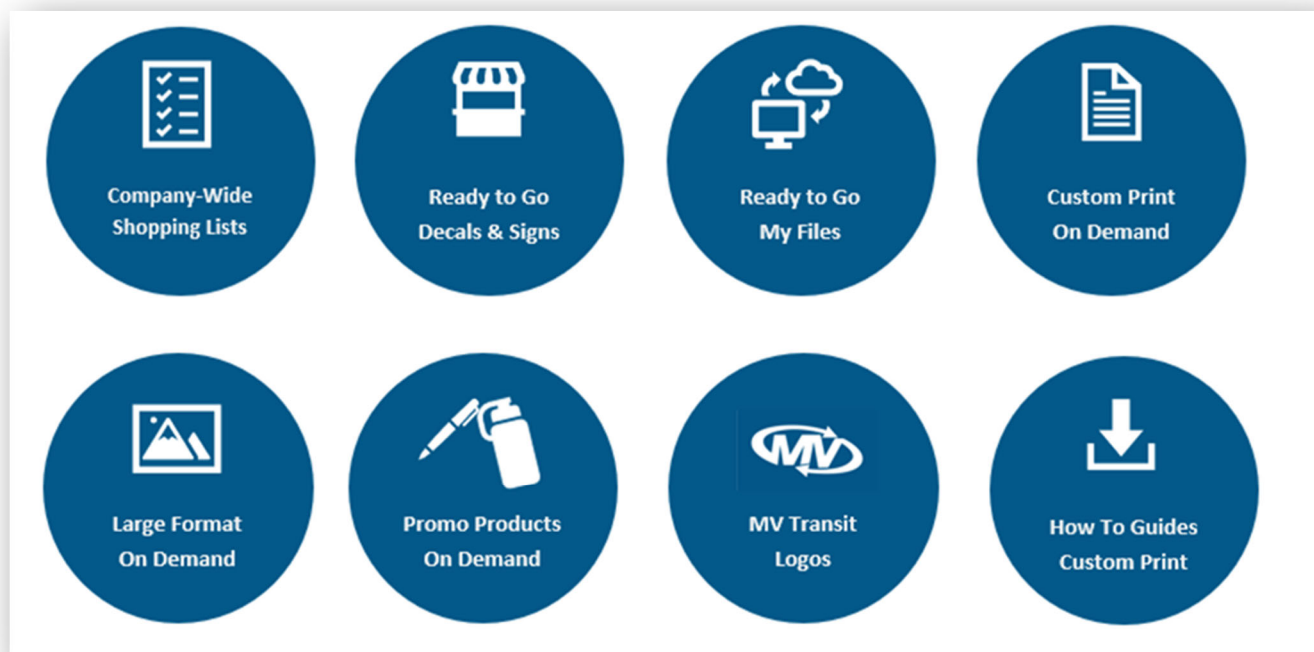
Welcome Guide for Custom Print & Promotional Products



Login to **Business.OfficeDepot.com**



After logging in you are presented with the Bulletin Board or click the from the top navigation
Click on a button below to navigate to a custom category



Navigation Buttons

Company Wide Shopping Lists

- Pre-chosen selection of most used supply categories. Look for the best value icon to save

Ready to Go Decals & Signs

- A custom Brand Identity portal to order pre-configured Fleet Decals and Safety Banners

Ready to Go My Files

- A storage cloud to store pre-configured digital print files to easily order and reorder

Custom Print on Demand

- Upload and order print ready documents

Large Format On Demand

- Upload and/or Create Large Format signs, banners, posters and more!

Promo Products On Demand

- Customize pens, drinkware, apparel and more fun swag!

MV Transit Logos

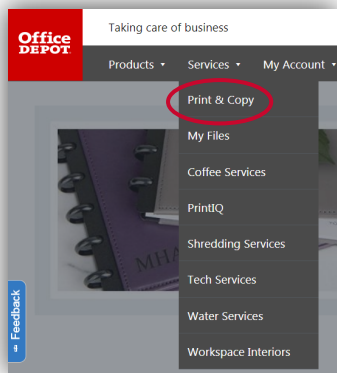
- Download a white or blue logo to use during your online creations

Brand Identity Quick Start Guide (Decals and Signs)

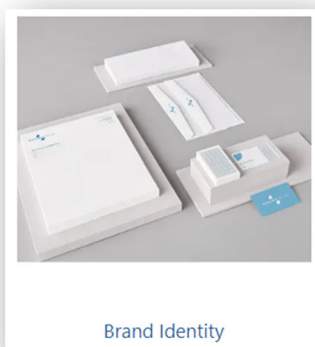
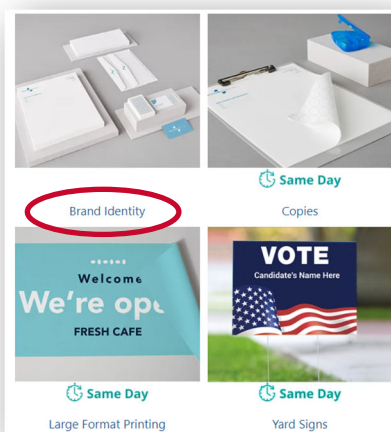


Login to **Business.OfficeDepot.com**

Click on Services (Top) > **Print & Copy**
-Or- Click the **Brand Identity** Icons



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



Click on **Brand Identity**



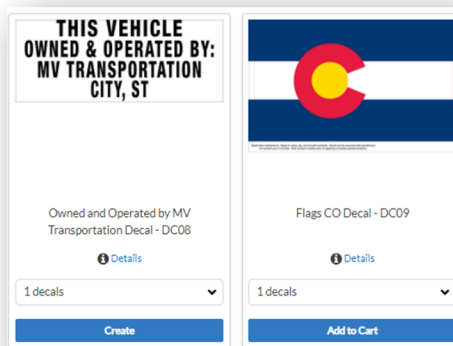
You are now presented with your **Product Category Folders**
The Folders contain preconfigured and ready to order print items

- Click to enter a Folder



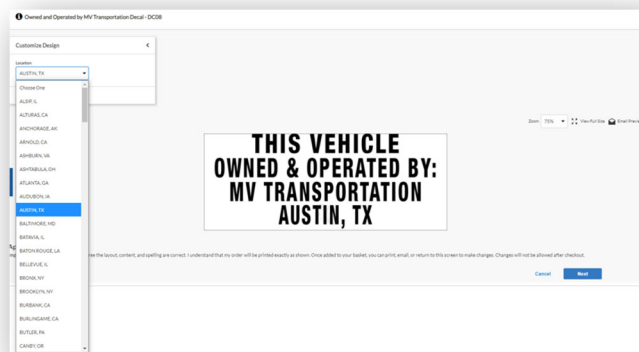
Once you enter a folder **Orderable Items** are presented.

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



Add customization (if applicable).
Ensure you review Preview for accuracy

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



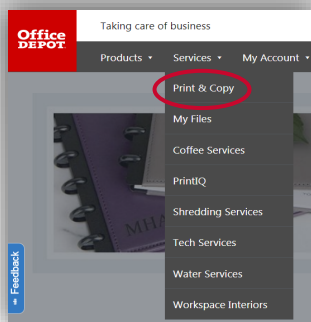
Office DEPOT®

My Files Quick Start Guide

1

Login to **Business.OfficeDepot.com**

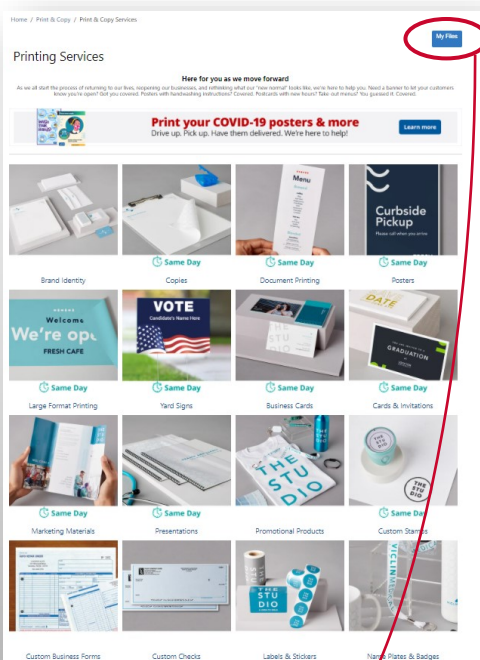
Click on Services (Top) > **Print & Copy**
Or click the  **My Files** Button from Top Navigation



3

You will now be presented with the **Print Services Homepage**

This homepage has thousands of Ready to Design Print & Promo templates available.



My Files

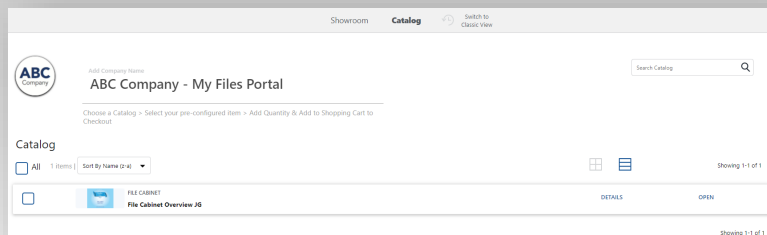
Click on **My Files**

5

You are now presented with the **My Files** Landing Page
The **Catalog** contains preconfigured and ready-to-order print item(s).

Click Open to view available print items

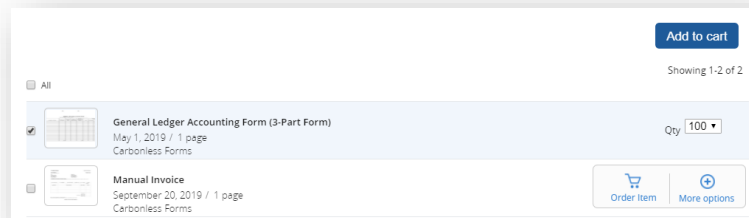
The showroom is an optional feature to highlight a catalog.



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

- Select the item you wish to order
- Enter the Quantity
- Click **Add to cart**
- NOTE: you can Select Multiple Items at one time

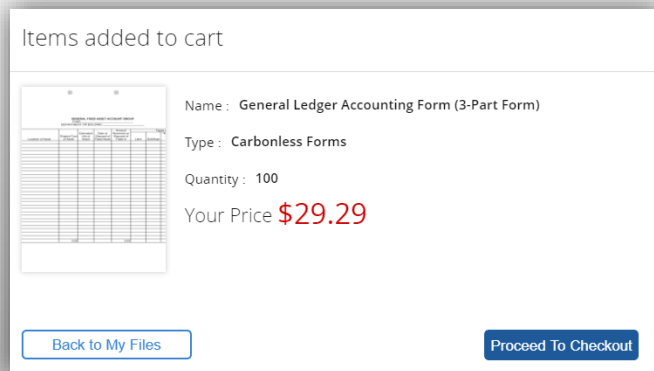
6



7

You are now presented with the items that were added to your cart

- To continue shopping click **Back to My Files**
- To check out click **Proceed to Checkout**



- Items are added to the same shopping cart as your supplies.
- Print items are produced upon receipt of the order.
- Please allow 2-5 Business Days for delivery*
- *Dependent on quantity ordered

Questions on Order Status or Billing?
Contact our Customer Service Team
Tel: 800-983-3376
Please have order number ready

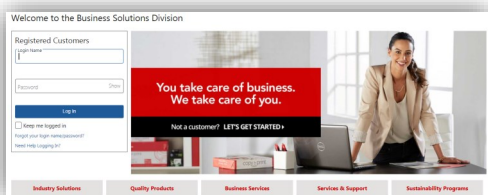
System Questions?
My Files Support
Email: CPD.CustomerOnlineSupport@OfficeDepot.com



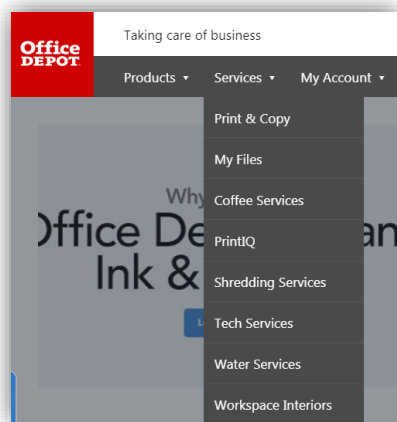
CPD Quick Start Guide for Self-Serve

1

Login to **Business.OfficeDepot.com**



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

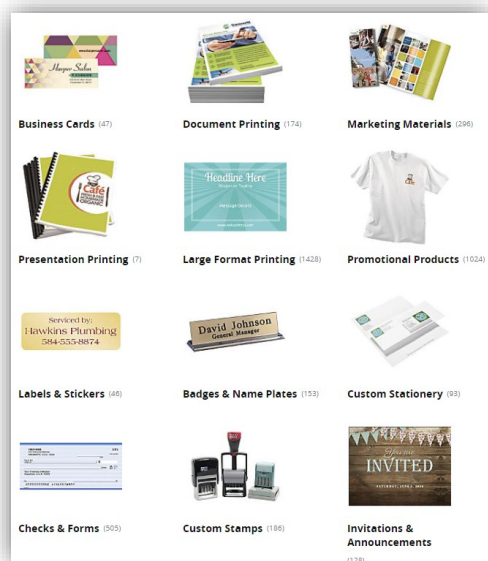


3

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

Scroll down to **Product Categories**

Choose a category to access 500+ print products and 800+ promotional products.



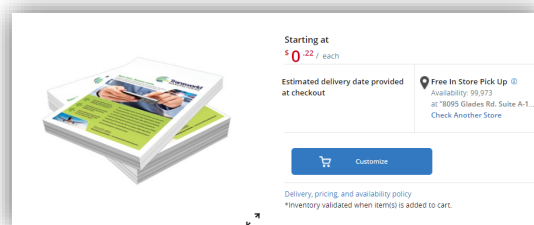
Choose a **document or product type**

3



2

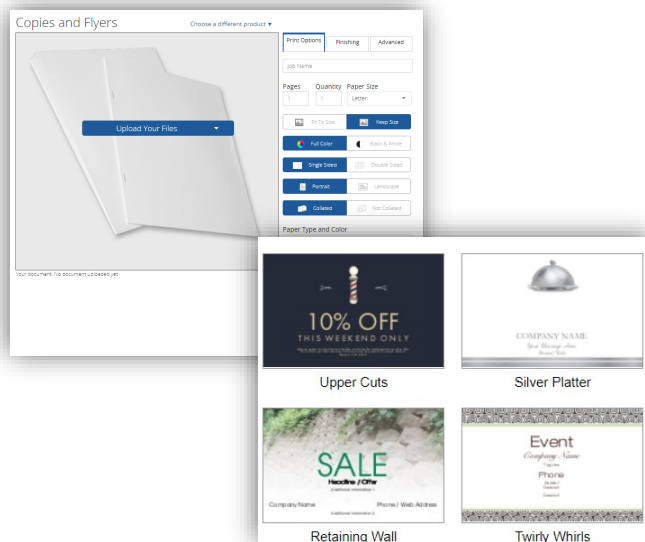
** Click **Customize**



Upload your document and/or logo and select print options
Or Choose a **pre-designed template**

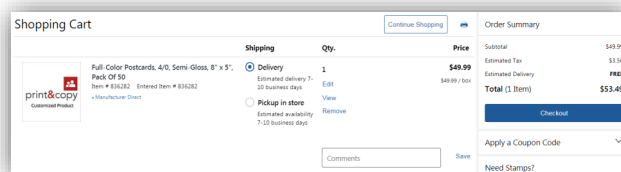
** ** *Selections vary and are dependent on category type

5



6

Add all your custom print or promotional products to one shopping cart and click **Checkout** to complete order



Questions:

855.302.8768 **Option 1**

Email: CPD.CustomerOnlineSupport@OfficeDepot.com

** The customized sections are different dependent on product selected .
The website easily guides you to customize your print and/or promotional product



Office Depot Print and Promotional Pre-Assorted Products List

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Apparel	Drinkware	Posters
Awards & Recognition	Envelopes	Presentation Folders
Bags & Totes	Event Tickets	Rack Cards
Banners	Floor Mats	Resumes
Blueprints	Flyers	Signs
Booklets	Hard Cover Books	Stamps
Booklets	Labels & Stickers	Sticky Notes
Brochures	Letterhead	Training Manuals
Business Cards	Magnets	Writing Instruments
Calendars & Planners	Manuals	&
Carbonless Forms	Menus	More
Checks	Name Badges & Reels	
Copies	Name Plates	
Custom Binders	Newsletters	
Decals	Note Cards	
Doorhangers	Pads	
Doorhangers	Postcards	

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