

Office DEPOT[®]
OfficeMax[®]
Taking care of business



YOUR BRAND IDENTITY SITE



Operated by ExpressJet Airlines

Welcome to Office Depot! In just a few quick steps, you will be on your way to ordering approved print and marketing materials to promote ExpressJet. Follow the steps below to register.

1 Go to: <https://community.officedepot.com/GPOHome?id=22804768>



Office Depot® and ExpressJet Airlines have partnered to provide exclusive benefits and savings to its members including:

- Customized pricing to fit the specific needs of your business
- Curated assortment of products and services
- The flexibility to shop online at business.officedepot.com and at any of our retail locations with your Store Purchasing Card
- FREE, next-business-day delivery on qualifying orders of \$50 or more within our local delivery areas. (See our Terms and Conditions for details.)
- World class customer service for quick problem resolution
- Experienced account managers to help improve productivity and uncover cost savings
- Convenient payment options including single account billing or consolidated billing for multiple locations



Log in to start shopping now!

REGISTER

2 Click on Register. Fill out the required fields and click Submit.



Thank You for Registering.

To begin exploring how Office Depot makes business personal [CLICK HERE](#)



Business Solutions Division

Customer Login

Existing program members can sign into the Office Depot web site and start shopping.

Login Name

[Login Name / Password Help](#)

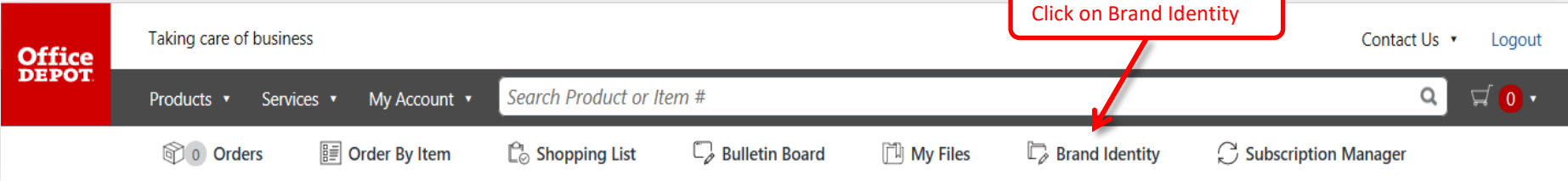
Password

LOGIN

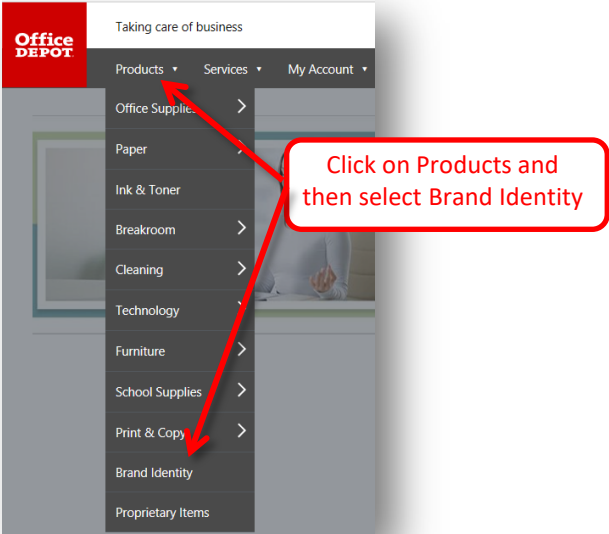
3 Login and Start Ordering!

Step 1: Access your Brand Identity Site:

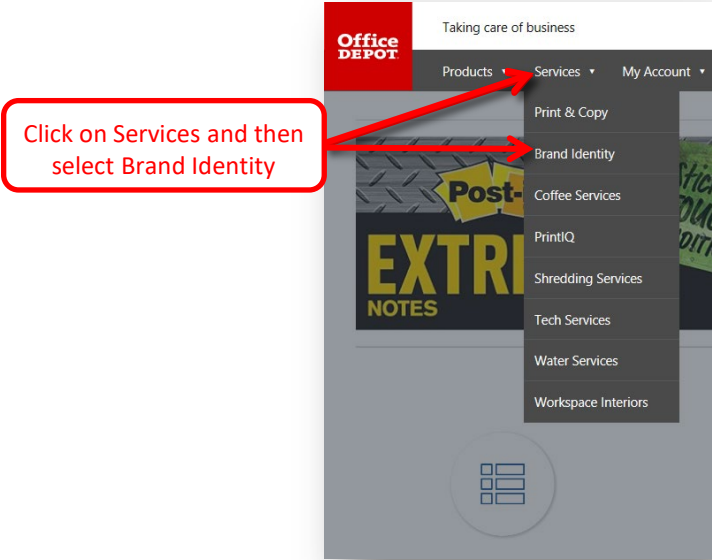
Option 1:



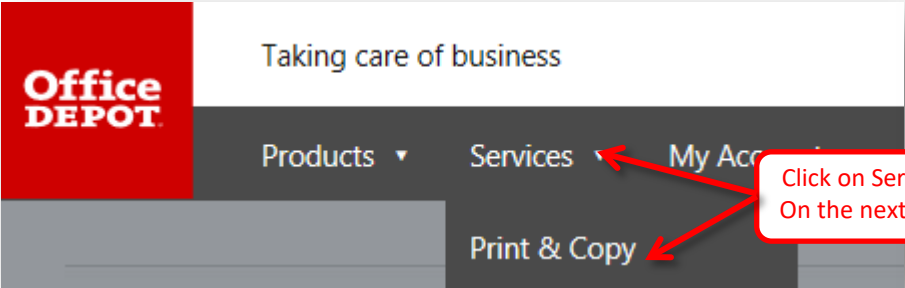
Option 2:



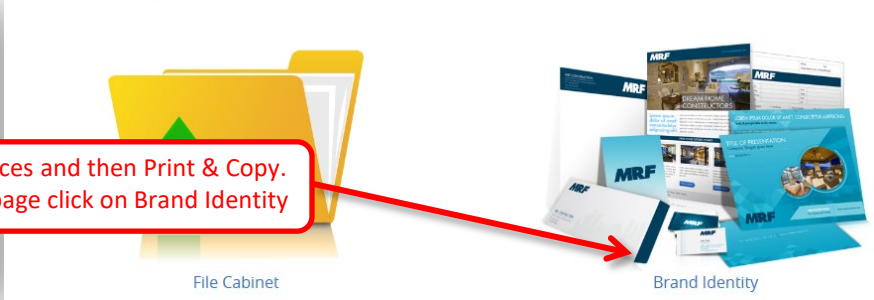
Option 3:



Option 4:



Print & Copy



Step 2: *Select on Product Category*

Search
Feature

Express Jet Airlines Catalog

Search Catalog... [Go >](#)

Express Jet Airlines Catalog

Business Cards


Envelopes


Letterheads


Notecards & Envelopes


Banners


Marketing


Step 3: Choose Your Quantity and Click “Create”

Breadcrumbs for easy navigation

Express Jet Airlines Catalog / Business Cards

Business Cards



A preview of a business card template. The top left features the 'EXPRESSJET' logo. The top right features the 'UNITED EXPRESS' logo with the text 'Operated by ExpressJet Airlines' below it. The card contains the following text: 'Firstname Lastname', 'Title', 'Address, City, ST Zip', 'e : +1-000-000-0000', 'm : +1-000-000-0000', and 'first.last@email.com'.

2019 Business Card Template - BC01

[Details](#)

250 cards

Create

Quantity
Drop Down

Step 4: Add your customization

QR Business Card - BC01

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

First Name

Firstname

Last Name

Lastname

Title

Title

Address

Address

City

City

State

ST

Zip

00000

Toll Free

1 (000) 000 - 0000

Telephone

1 (000) 000 - 0000

Fax

1 (000) 000 - 0000

Email

userid @unilarona.edu

Special Characters

Zoom Level:
Increase or Decrease
Preview Image

Quantity: 1 box(es)

Cancel

Order More

Add To Cart

Product Preview:

Zoom Level: 175%



View Full Size Image



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

Quantity:
Choose quantity in
drop down

View Full Size Image:
To view a PDF Image

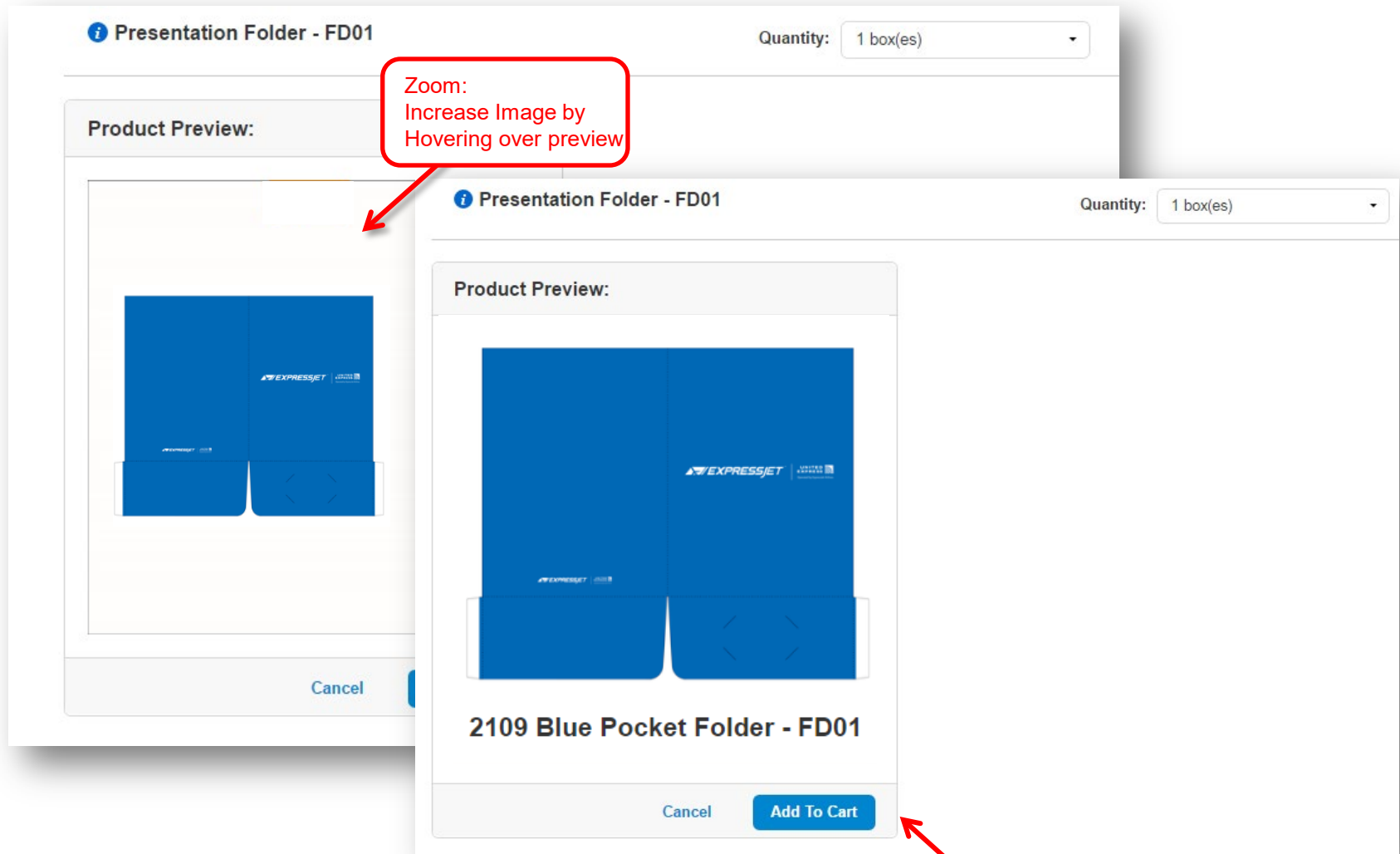
Email Preview:
Allows you to email a
preview to others

Add to Cart:
Adds item to cart to proceed to checkout or
continue shopping
Order More:
Click to continue shopping for print products

Special Characters:
Allows you to add special characters to text
-Click in text field
-Click on Special Character box to choose from icons

Customization:
As you add to the text
fields, the product will
auto populate for
instant product
preview

Step 5: *Non-Customized Items*



Add to Cart:
Adds item to cart to proceed to checkout or
continue shopping
Order More:
Click to continue shopping for print products

Step 6: *When finished ordering, select “Checkout” to enter billing and shipping data*

The screenshot shows the Office Depot website's shopping cart. The header includes the Office Depot logo, a navigation bar with 'Products', 'Services', and 'My Account', a search bar, and a cart icon showing 1 item for \$2.00. The main content area is titled 'Shopping Cart' and features a 'Continue Shopping' button. A table lists the cart item: 'Business Cards, Imprint, Box of 500' (Item # 329309) at a price of \$2.00 per box. The table also shows 'Price', 'Qty.', and 'Total' columns. To the right of the table are links for 'Edit', 'View', and 'Remove'. Below the table is a 'Comments' box and a 'Save' button. On the left side of the cart item is a 'print© Customized Product' image. To the right of the cart item is an 'Order summary' section showing a subtotal of \$2.00, an option to 'Estimate Shipping & Taxes', a 'Total (1 Item)' of \$2.00, and a prominent blue 'Checkout' button. Below the checkout button is an option to 'Order by item #'. At the bottom of the page, there are links for 'Update Cart', 'Empty Cart', 'Save Cart To List', and 'Share Cart'. A 'Feedback' button is visible on the left side of the page.

Office DEPOT

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Help ▾ Logout

Products ▾ Services ▾ My Account ▾ Search Product or Item #

1 \$2.00

Shopping Cart

[Continue Shopping](#) Need Help? [Live Chat](#) [Email](#) [FAQs](#) [Print](#)

	Price	Qty.	Total
 Business Cards, Imprint, Box of 500 Item # 329309 Entered Item # 329309 Manufacturer Direct	\$2.00 / box	1 Edit View Remove	\$2.00

[Continue Shopping](#) [Comments](#) [Save](#)

Order summary

Subtotal \$2.00

[Estimate Shipping & Taxes](#)

Total (1 Item) \$2.00

[Checkout](#)

[Order by item #](#)

[Feedback](#)

[Continue Shopping](#) [Update Cart](#) | [Empty Cart](#) | [Save Cart To List](#) | [Share Cart](#)

Need Stamps?

Please review your information. Your order will be printed exactly as shown so once submitted, your order cannot be changed or cancelled.