

Print & Promo - Reference Guide

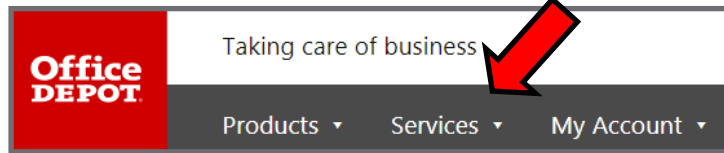


Login to **Business.OfficeDepot.com**



Clinic Forms & Stationery

First select Services > Print & Copy



My Files

Click My Files Icon and Neighborcare Folder

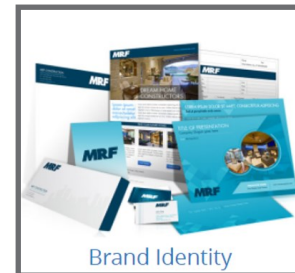
- 1-Page Calendar(s)
- Appointment Slips
- After Care Instructions
- Blood Pressure Cards
- DEC Acknowledgement Forms
- Email/Text Consent
- Emergency Codes
- Health History
- Follow-up / Return Appointment Slips
- Missed Appointment
- Notice of Privacy Practices
- Services Appointment
- Patient Registration
- Recall Slips
- Inhaler Sheets



Brand Identity

Click Brand Identity Icon and then Product Category

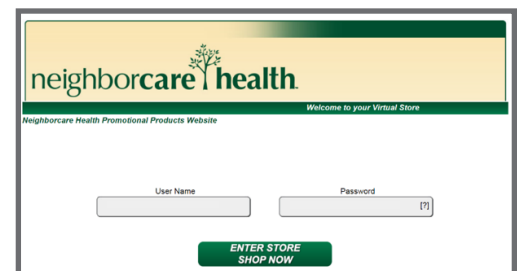
- Appointment Business Cards
- Business Envelopes
- Dental Recall Postcards
- Emergency Codes Card Name Badges
- Letterhead
- Newborn Check Envelopes



Promotional Products

Go on **<http://www.odpromo.com/neighborcare>**

- Adhesive Notepad
- Badge Reel
- Bags
- BIC Stic Pen
- Embroidered Cap, Jacket & Sweat-shirt
- Flashing Light
- Key Light
- Lanyard with Key Ring
- Lip Balm
- Pedometer
- Pill Box
- Silicone Wristband
- T-Shirt

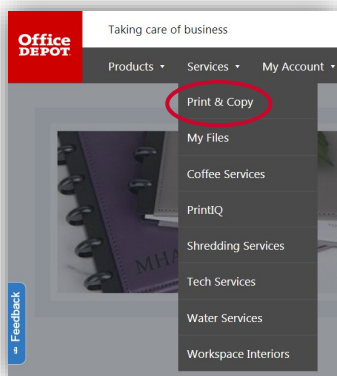


My Files Quick Start Guide

1

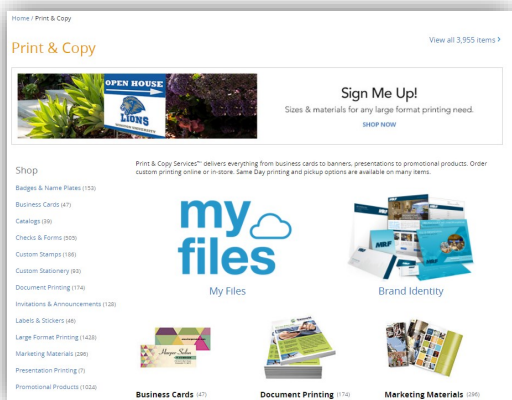
Login to **Business.OfficeDepot.com**

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



3

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



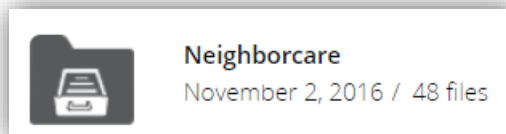
4

Click on **My Files**

5

You are now presented with your **File Cabinet(s)**
The File Cabinet(s) contain preconfigured and ready to order print items

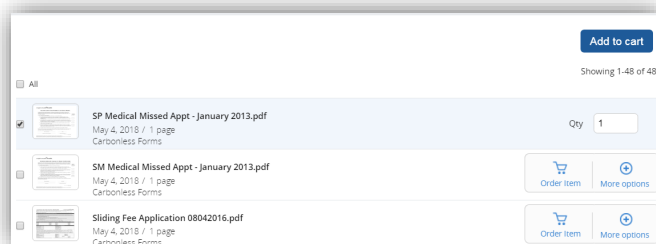
- Double Click to enter a File Cabinet



Once you enter a File Cabinet **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

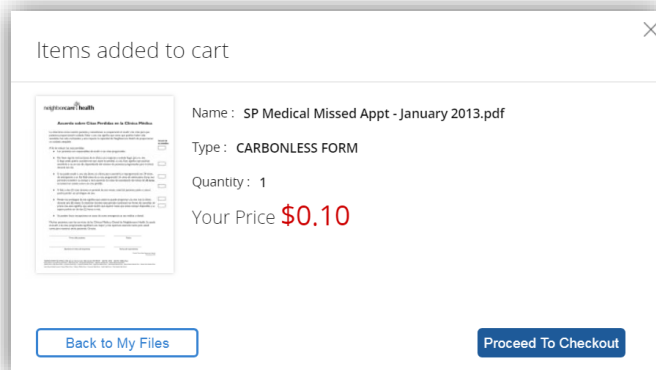
6



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**



Order Questions:

855.302.8768 **Option 1**

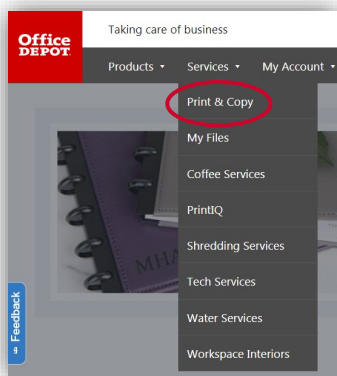
Email: CPD.CustomerOnlineSupport@OfficeDepot.com

Brand Identity Quick Start Guide

1

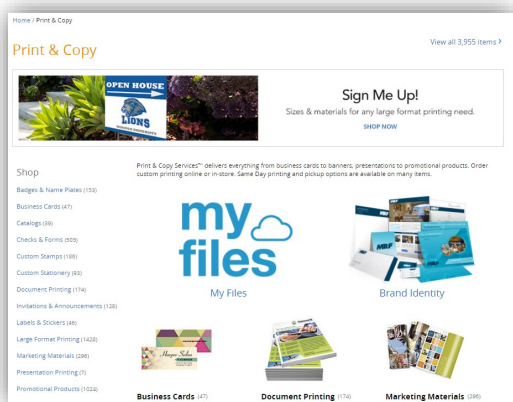
Login to **Business.OfficeDepot.com**

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



3

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



4

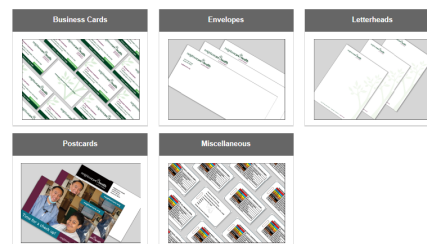
Click on **Brand Identity**

5

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

- Click to enter a Folder

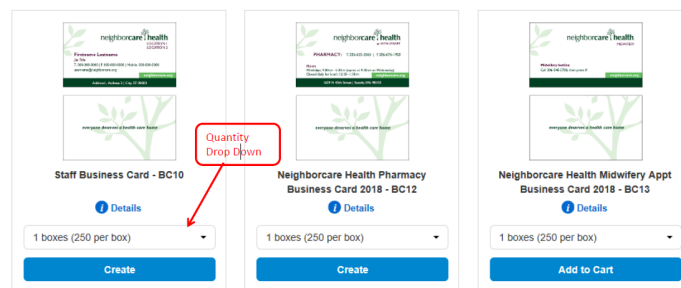
Neighborcare Health Catalog



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

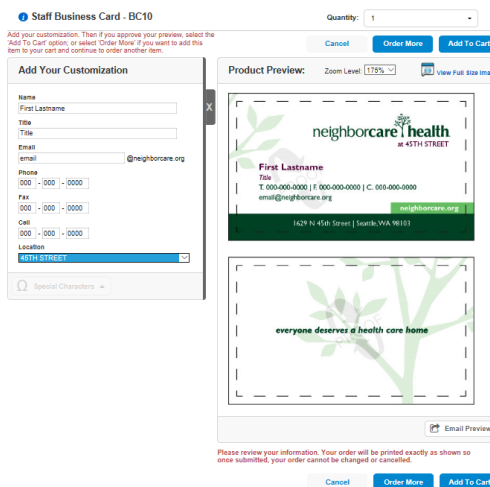
6



7

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

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



Promo Portal (PPI) Quick Start

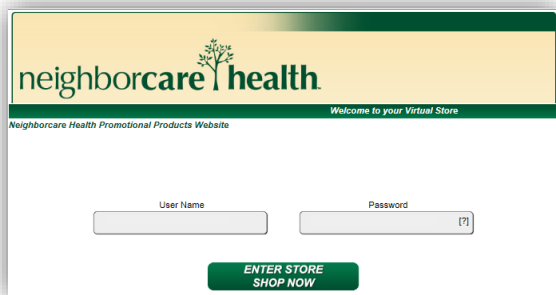


Login to **Business.OfficeDepot.com**

Go to **Bulletin Board**

Click on <http://www.odpromo.com/>

Enter your online credentials

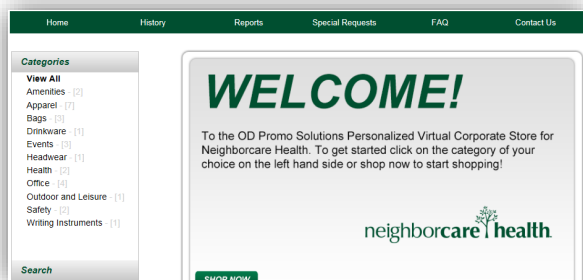
neighborcare health
Welcome to your Virtual Store
Neighborcare Health Promotional Products Website

User Name: Password:

ENTER STORE SHOP NOW



You will now be presented with the **Portal Home Page** (Check Location Upper Right)



Home History Reports Special Requests FAQ Contact Us

Categories

- View All
- Amenities - [2]
- Apparel - [7]
- Bags - [1]
- Drinkware - [1]
- Events - [3]
- Headwear - [1]
- Health - [2]
- Office - [3]
- Outdoor and Leisure - [1]
- Safety - [2]
- Writing Instruments - [1]

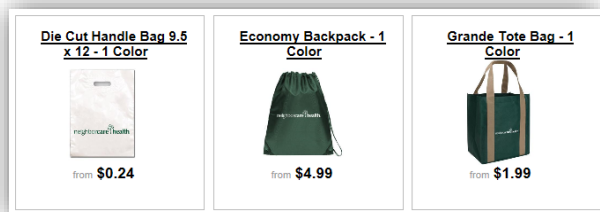
WELCOME!

To the OD Promo Solutions Personalized Virtual Corporate Store for Neighborcare Health. To get started click on the category of your choice on the left hand side or shop now to start shopping!

neighborcare health

SHOP NOW

Click a **category** from left side bar to see full list of associated products or click **View All**
Click on desired **product**

Die Cut Handle Bag 9.5 x 12 - 1 Color
from \$0.24

Economy Backpack - 1 Color
from \$4.99

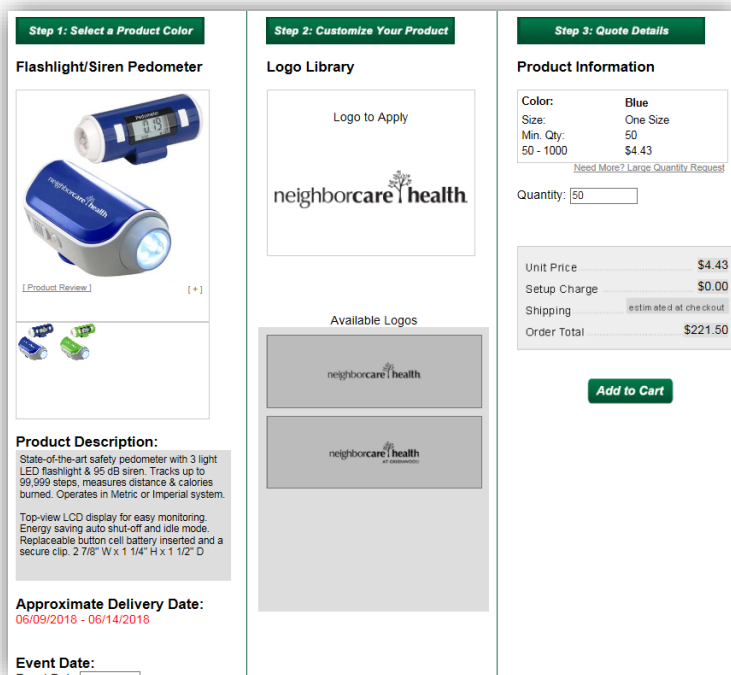
Grande Tote Bag - 1 Color
from \$1.99



You are now presented with the **Product Detail Page**
Follow the simple 3 steps to customize product

1. Select Color (if applicable)
2. Select Logo
3. Select Quantity

Click Add to Cart



Step 1: Select a Product Color
Flashlight/Siren Pedometer

Step 2: Customize Your Product
Logo Library
Logo to Apply: neighborcare health
Available Logos: neighborcare health

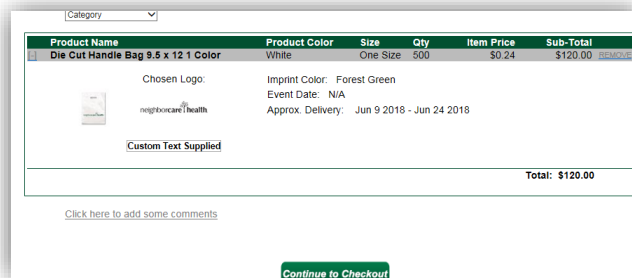
Step 3: Quote Details
Product Information
Color: Blue
Size: One Size
Min. Qty: 50
50 - 1000: \$4.43
Quantity: 50
Unit Price: \$4.43
Setup Charge: \$0.00
Shipping: estimated at checkout
Order Total: \$221.50
Add to Cart

Product Description:
State-of-the-art safety pedometer with 3 light LED flashlight & 95 dB siren. Tracks up to 99,999 steps, measures distance & calories burned. Operates in Metric or Imperial system. Top-view LCD display for easy monitoring. Energy saving auto shut-off and idle mode. Replaceable button cell battery inserted and a secure clip. 2 7/8" W x 1 1/4" H x 1 1/2" D

Approximate Delivery Date:
06/09/2018 - 06/14/2018

Event Date:
Event Date:

- To **continue shopping** choose new category from dropdown (upper left)
- To checkout click **Continue to Checkout**

Category:

Product Name	Product Color	Size	Qty	Item Price	Sub-Total
Die Cut Handle Bag 9.5 x 12 1 Color	White	One Size	500	\$0.24	\$120.00

Chosen Logo: neighborcare health
Imprint Color: Forest Green
Event Date: N/A
Approx. Delivery: Jun 9 2018 - Jun 24 2018

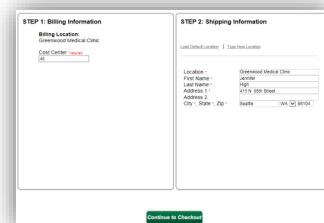
Custom Text Supplied:

Total: \$120.00

Continue to Checkout



- View cart
- Click **Continue to Checkout**



STEP 1: Billing Information
Billing Location:
Credit Center:

STEP 2: Shipping Information
Ship To Location:
Location:
First Name:
Last Name:
Address 1:
Address 2:
City: State: Zip:

Continue to Checkout