

# **Guidance Document for Team Wood**

## **Returning Together Signage and Collateral**

We want our safe and successful return together across our global locations, to be consistent for our people, wherever they are in our Wood community.

You will find the materials on the Office Depot site. Please use the appropriate buttons on the bulletin board to order posters, decals, banners and table-top signage for your location. ([business.officedepot.com](https://business.officedepot.com))



If you are accessing these documents because you have a need to display signage in the location where you are based, please firstly read the below:

- Our HSSEA, real estate services (RES) and facility teams are central to preparing us in each of our locations. If you are not a member of one of these teams, and believe you have a requirement for signage and collateral in your location, please contact your HSSEA, RES or facility focal point in the first instance.
- Each of our locations will have distinct instructions, guidance and support to help keep our people safe. Each piece of content in the folder is therefore editable. It is essential that each piece of content is carefully reviewed and the content is verified by the relevant local HSSEA, RES, or facility focal point, ahead of display.

If you have any questions, please contact [CoVid-19@woodplc.com](mailto:CoVid-19@woodplc.com)

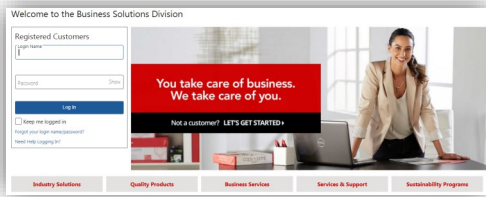
If you have any ordering questions, please contact [megan.lazarou@officedepot.com](mailto:megan.lazarou@officedepot.com)

**wood.**

## Quick Start Instructional Guide



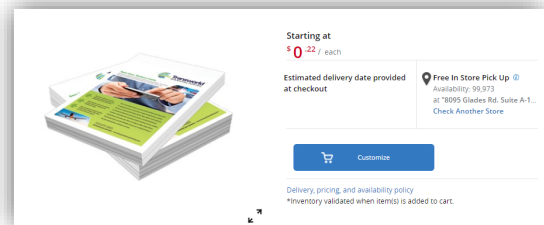
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**\*\* Click Customize**



Choose a **document** or **product** type



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symbol denotes Wood's standard items.

symbol denotes Wood's non-standard items.

Wood has implemented a \$20 minimum order.

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Guide**

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Ordering**  
• Digital Printing  
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• Binders  
• Presentations  
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& Stamp  
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Form**

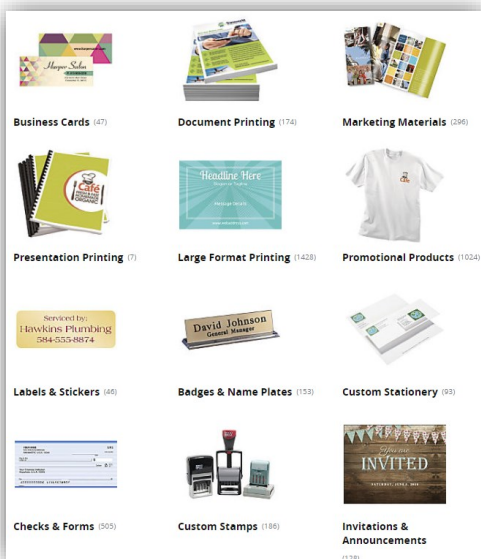
**Business  
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Stationery**  
(coming soon)



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

Scroll down to **Product Categories**

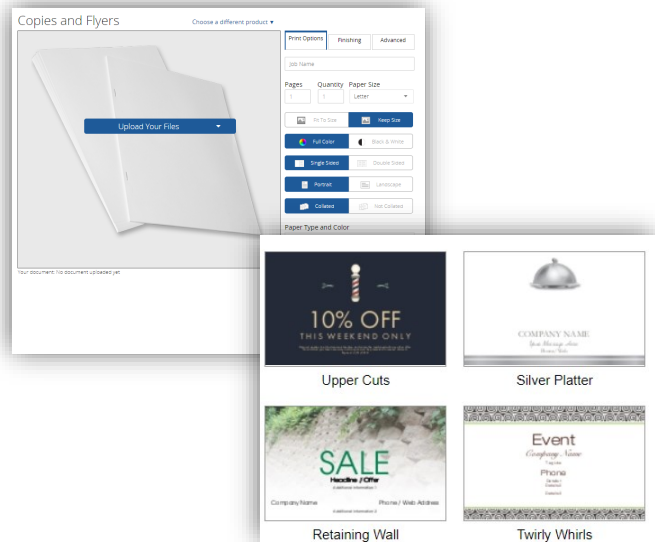
Choose a category to access 500+ print products and 800+ promotional products.



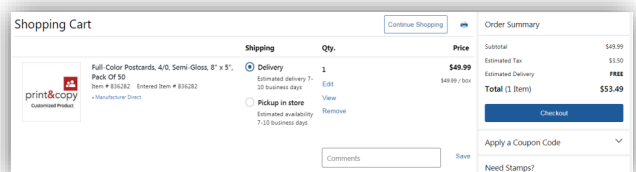
**Upload** your document and/or logo and select print options

Or Choose a **pre-designed template**

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



Add all your custom print to the shopping cart and click **Checkout** to complete order



**Questions:**

855.302.8768 **Option 1**

Email: [CPD.CustomerOnlineSupport@OfficeDepot.com](mailto: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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| Booklets            | Hard Cover Books  | Rack Cards           |
| Brochures           | Labels & Stickers | Resumes              |
| Business Cards      | Letterhead        | Signs                |
| Carbonless Forms    | Magnets           | Stamps               |
| Copies              | Manuals           | Training Manuals     |
| Custom Binders      | Name Badges &     |                      |
| Decals              | Reels Name Plates |                      |
|                     | Newsletters       |                      |
|                     | Note Cards        |                      |
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