

Office Depot

Custom Stationary Online (CSO)

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How to access Custom Stationary Online (CSO)

The screenshot shows the Office Depot website interface. At the top, there is a navigation bar with links for Home, Customer Services, 888.2.OFFICE (888.263.3423), and Technical Support: 800.269.6888. Below this, the Office Depot logo is displayed, along with links for Store Locator and Order by Item #. A shopping cart icon shows 0 items for \$0.00, with a link to Add \$50.00 more for FREE shipping. A welcome message for SEATTLE CENTRAL of SEATTLE CMNTY COLLEGE SCCC is visible, along with an account number and a Logout link. The main navigation bar includes links for Office Supplies, Furniture, Technology, Our Services, and My Account. A search bar is located below the navigation bar. The 'Copy & Print' link is highlighted in the top navigation bar, with a callout box pointing to it that says 'Click Copy & Print.' The 'Bulletin Board' section is visible, showing a message from SEATTLE CENTRAL. The 'My Orders' section is also visible, showing links for My Recent Orders, Order Tracking, and Orders Pending Approval. The 'Tools' section is visible, showing links for Shopping Lists, Order by Item#, File Overview, Reporting, and My Items. The footer contains links for Site Info, Customer Service, Company Info, and Customer Tools.

Home Customer Services | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

Office DEPOT. Taking Care of Business Store Locator Order by Item #

0 item(s): \$0.00 Add \$50.00 more for FREE shipping
View Cart | Check Out | My Shopping Lists | My Shipto

Account #: 45348212
Welcome, SEATTLE CENTRAL of SEATTLE CMNTY COLLEGE SCCC - Logout

Office Supplies Furniture Technology Our Services My Account

SEARCH [] GO View All Products A-Z | Ink & Toner | Paper | Copy & Print | Tech Depot | Bulletin Board

Bulletin Board

My Messages Catalogs & More

Last update by: SEATTLE CENTRAL

Seattle Community Colleges
North | Central | South | SVI

My Orders

- My Recent Orders
- Order Tracking
- Orders Pending Approval

Tools

- Shopping Lists
- Order by Item#
- File Overview
- Reporting
- My Items

CONTINUE

Site Info
Site Map
International
Terms & Conditions
Store Purchasing Card Terms
Terms of Use
Catalog Pricing
Privacy Policy

Customer Service
Email Assistance
Phone Support
Gift & Rewards Card
Customer Services

Company Info
Affiliate Program
International
About Office Depot

Customer Tools
Order by item#
Online Catalog
Store Locator

Click **Copy & Print.**

Copyright ©2011 by Office Depot, Inc. All rights reserved. Prices shown are in U.S. Dollars. Prices are subject to change based on your order and delivery location(s) and the applicable retail store location. All orders are subject to the Terms of Use.

Home Customer Services | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

Office DEPOT. Taking Care of Business Store Locator Order by Item #

0 item(s): \$0.00 Add \$50.00 more for FREE shipping
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Welcome, SEATTLE CENTRAL of SEATTLE CMNTY COLLEGE SCCC - Logout Account #: 45348212

Office Supplies Furniture Technology Our Services My Account

SEARCH [] GO View All Products A-Z | Ink & Toner | Paper | Copy & Print | Tech Depot | Bulletin Board

Copy & Print Depot

Take care of all of your copying, printing and shipping needs in-store or online. Whether it's full or self service copies, presentations, business cards or UPS shipping, you can do it all in one place.

Print your documents

Upload files for delivery or request store pickup.

UPLOAD FILES Video Demo

File Cabinet

Easily retrieve and store documents from your dedicated file cabinet.

GET STARTED

copy and print done right. guaranteed*

Free Delivery Everyday on all custom printed orders

LEARN MORE

Free print assessment by a certified specialist. Learn how to save time & money. SIGN ME UP

Custom Printing

Stationery, business cards, custom stamps and more.

Promotional Products

Choose from over a thousand unique products to promote your brand or special event.

Large Format Prints

Make a big impression with banners, blueprints and signs up to 60" wide

Custom Stationery Online

Your premiere one-stop shop for all your office products like business stationery, labels, stamps, badges and more.

Click **Custom Stationery Online**.

Customizing your business card

Product List



Print Copy

Book Copy

BC01763323
Seattle Central Community College Standard Business Card- 250 Box
[Order This Item](#)

Need Help?

Please contact our Custom Stationery Online
Email: officedepotco@navitor.com
Phone: 800-965-6270, Option 1

To configure your business card, click **Order This Item**. If you click on the card business card image itself, you will see an enlargement of the card image.

Item Information

Item Number: BC01763323

Description: Seattle Central Community College Standard Business Card- 250 Box

Quantity: 1 ▼

Quantities are for Boxes of 250 Pieces.

Select desired the number of boxes.

Enter the information in each of the boxes. It is not necessary to enter information in the **Title 2:**, **Address 2:** and **Phone 1:** field

Imprint Information

Information will be printed exactly as you type it.

Name:

Title 1:

Title 2:

Dept. or Division:

Address 1:

Address 2:

City, ST Zip:

Phone:

Phone 1: Phone ▼

Fax:

Email: @seattlecolleges.edu

Drop down options are Phone, Fax, Direct, and Main.

Next



Need Help?

Please contact our Custom Stationery Online Support Team

Email: officedepotcso@navitor.com

Phone: 800-965-6270, Option 1

SAMPLE Business Card

Item Information

Item Number: BC01763323

Description: Seattle Central Community College Standard Business Card- 250 Box

Quantity:

Quantities are for Boxes of 250 Pieces.

Select desired the number of boxes.

Enter the information in each of the boxes. It is not necessary to enter information in the **Title 2**;, **Address 2**: and **Phone 1**: field

Imprint Information

Information will be printed exactly as you type it.

Name:

Title 1:

Title 2:

Dept. or Division:

Address 1:

Address 2:

City, ST Zip:

Phone:

Phone 1:

Fax:

Email: @seattlecolleges.edu

Next



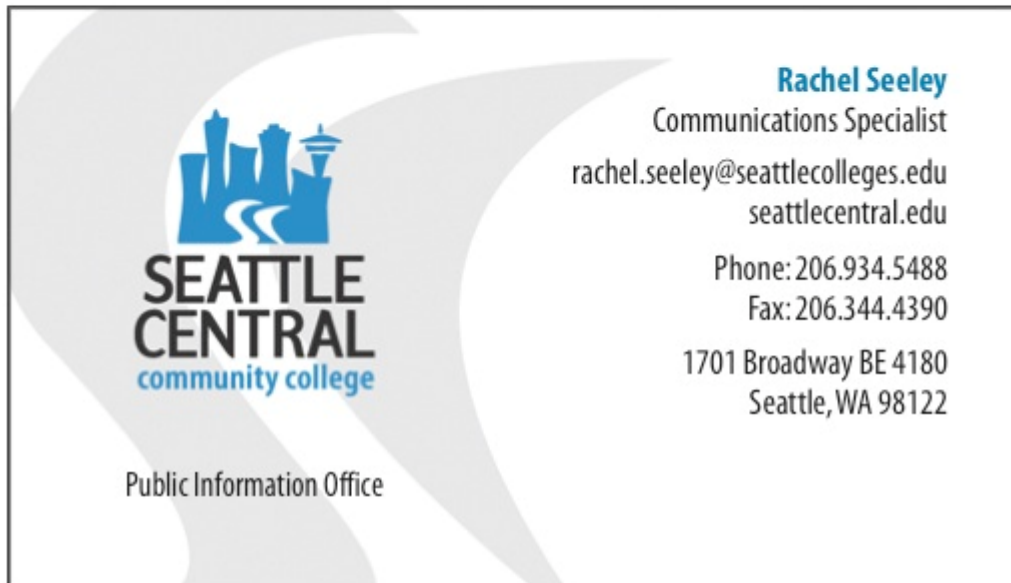
After proofing your information then click **Next** to continue.

Preview Product Image

Item Number: BC01763323

Item Description: Seattle Central Community College Standard Business Card- 250 Box

Please print this screen. This is your hard copy.

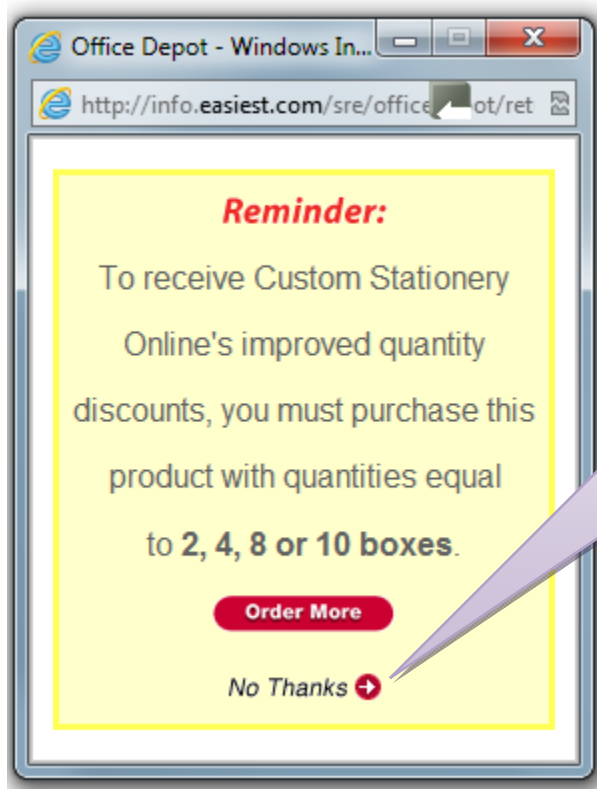


Quantities of 2, 4, and 8 will **MAXIMIZE YOUR SAVINGS!**

- You must order **1, 2, 4, 8 or 10 boxes** per business card style **BEFORE "adding to cart"**
- Clicking the, "order more" button will allow you to add additional box quantities for this SKU number.

Your Custom Stationery Online order:

ITEM DESCRIPTION	SKU	TOTAL BOX QUANTITY	
Seattle Central Community College Standard Business Card- 250 Box	0763323	1	
Rachel Seeley - Communications Specialist		Boxes: 1	Edit Remove
Order More		Add To Cart 	



Price per box has been pre-negotiated and additional quantities are not required to receive the best price. If additional cards need to be ordered, click **Order More**.

To continue, click **No Thanks** followed by **Add to Cart**.

Office DEPOT.
Taking Care of Business[Store
Locator](#)[Order
by Item #](#) 1 item(s): \$31.78 **Add \$18.22 more for FREE shipping**
[View Cart](#) | [Check Out](#) | [My Shopping Lists](#) | [My Shipto](#)

Account #: 45348212

Welcome, SEATTLE CENTRAL of SEATTLE CMNTY COLLEGE SCCC - [Logout](#)[Office Supplies](#)[Furniture](#)[Technology](#)[Our Services](#)[My Account](#)

SEARCH

GO

[View All Products A-Z](#) | [Ink & Toner](#) | [Paper](#) | [Copy & Print](#) | [Tech Depot](#) | [Bulletin Board](#)[Home](#) > Find Your Product**Shopping Cart**[Continue Shopping](#)**CHECK OUT**[Print This Page](#)

Description	Price/unit	Qty.	Backorder	Total	Subtotal:	\$31.78
 Standard Business Cards, Imprint, Box Of 250 Item # 763323 Entered Item # 763323 Special Order Item	\$31.78 / box	1 EDIT VIEW	0	\$31.78	Add \$18.22 more for FREE shipping	
Remove Item					Estimate Shipping & Taxes	
Comments				UPDATE	1 item(s):	\$31.78

[Continue Shopping](#)[Update Cart](#) | [Empty Cart](#) | [Save Cart To List](#) | [Share Cart](#) **CHECK OUT****Save for Later**[Go to My Account](#)[MY SHOPPING LIST](#)**CHECK OUT****Need Help?**

- Email Assistant
- FAQs
- Chat not available

Order By

Item No

Qty

ADD TO CART

It is highly recommended that the **Comments** field be used to list the business card recipient.

To continue, click **Check Out**. To reconfigure the card, click the **Edit** button.

Delivery Options

For Standard Delivery:

If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):

Select a desired delivery date:

Thu, Jun 9, '11

For Future Delivery:

To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days) [Click Here](#)

The Desired Delivery Date field does not apply to **custom imprint items** or **print on demand items**, due to varying order requirements and time for production. The production and delivery time of your order will be determined by the personalized options you selected. If your order contains Print on Demand items, an Office Depot employee will call you to confirm delivery availability.

Shopping Cart

[Hide Images](#)

Estimated Delivery Date: 06/09/2011

The production and shipping time of your order will be determined by the personalized options requested.

Description	Your Price/unit	Qty.	Backorder	Total	Remove Item
Standard Business Cards, Imprint, Box Of 250					
 Item # 0763323 Entered Item # 763323 Special Order Item	\$31.78 / box	1 EDIT VIEW	0	\$31.78	x
Comments:					

Subtotal:	\$31.78
Delivery Fee:	FREE
Miscellaneous:	\$0.00
Taxes:	\$3.02
Total:	\$34.80

Have you made changes to your cart or delivery option?

By submitting this order, you agree to the [Terms and Conditions](#).

[Continue Shopping](#)

[Click here](#) to submit your order.

When the order is ready to be submitted for fulfillment, click **Place Order**. Standard delivery is typically 3-5 business days.