



BRANCH FORMS

User Guide

COPY & PRINT
DEPOT

Step 1: Login to your Office Depot Business site using your username and password

Office DEPOT

Welcome to the Business Solutions Division.

Chat Now Contact Us

Registered Customers

Login Name
MariaDiaz

Password

☐ Keep me logged in (0)

LOG IN

Forgot your login name/password?
Trouble Logging in?

experience the benefits of business made personal

Not a customer yet?
GET STARTED

industry solutions

Get support tailored to your business size and industry, from education to government & much more.

LEARN MORE

shop products

Find all the essential items you need to keep your business running as efficiently as possible.

LEARN MORE

services & support

From copy & print to procurement & payment solutions, we help you stay focused on the big picture.

LEARN MORE

sustainability programs

Get involved with Office Depot's many efforts to support diversity, the community and the environment.

LEARN MORE

credit card processing exclusive rates for office depot customers

LEARN MORE

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Step 2: Reference the new Forms Program bulletin board for navigation tips

Office DEPOT

Order By Item | My Lists

Search by Keyword or Item#

My Account Orders Quick Entry My Lists Cart 0 items \$0

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies Copy & Print

Definitely not the same old Grind

Exclusively for Office Depot® OfficeMax®

SHOP NOW

SAVE BIG office essentials and more

SHOP NOW

Welcome, COLUMBIA ADMIN

Edit Profile

Quick Order

Item Number Qty

6 or 9-digit number

Comments

GL CODE

+ Add another product

ADD TO CART

Ink & Toner Finder

Select Brand

OR

☒ Cartridge ☐ Printer

SEARCH

Shop Green find greener products

Message

Last update by: COLUMBIA ADMIN

Welcome to the NEW

Columbia Bank

Forms Program!

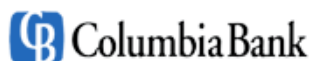
- Most frequently ordered Branch Forms [Order Here](#)
- Misc. Forms [Order Here](#)
 - 00-055, 00-175, 00-213, OPS-192, OPS-193
- Envelopes and letterhead [Order Here](#)
 - 350-CRD, 906-OPS, 917-BBM, 921-OPS, 922-OPS, LTH-002, LTH-007

Step 3: Start Ordering by clicking any of the [Order Here](#) links!

Tips for navigating the new Forms Program

Message

Last update by: COLUMBIA ADMIN



Columbia Bank Ordering Standards

- Order from [My Lists](#) to obtain best pricing discounts (those tagged as **BEST VALUE** items).
- Group your Supply & Print Items together in shopping cart to obtain additional percent discounts.

Order Amount	Discount
\$ 50 - \$ 99	2 %
\$100 - \$199	3.5%
\$200 - \$500	5 %

- Order over \$50.00 worth of items to receive free shipping.

Order Amount	Shipping Fee
Below \$25	\$9.95
Between \$25 and \$50	\$7.95
Over \$50	FREE

Ordering Forms

Order the most frequently used Branch Forms [Here](#)

Looking for a particular form? Use the **search** field to find most branch forms.

A few forms cannot be located using the search function. Use the links below to order these specific items.

- **Form Numbers:** 00-055, 00-175, 00-213, OPS-192, and OPS-193. Click [here](#) to order.
- **Letterhead (all) and Envelopes (lower-usage):** 350-CRD, 906-OPS, 917-BBM, 921-OPS, 922-OPS, LTH-002, and LTH-007. Click [here](#) to order.
- **Cash In & Cash Out Tickets:** Click [here](#) to order.

The following forms are not available through Office Depot.

- **Form Numbers:** 00-451, 910-OPS, 928-OPS, PS 3800, PS 3811. E-mail the [CB Mailroom](#) to order.
- **Form Numbers:** SEC-006, 18018. Order from [CB Marketing](#).

Training Resources

Office Depot Website Training: Click [here](#) to access user information and general online tutorials.

Columbia Bank Customized Training: Click [here](#) to access the Office Depot/Columbia Bank User Guide.

For recorded training on ordering forms, go to the [Supply page of CBLink](#).

Contacts

Office Depot: Rod Bartunek (Account Manager) at 206-304-1249 or rod.bartunek@officedepot.com

Columbia Bank: Dale Jackson at 253-471-4060 or DaleJ@columbiabank.com

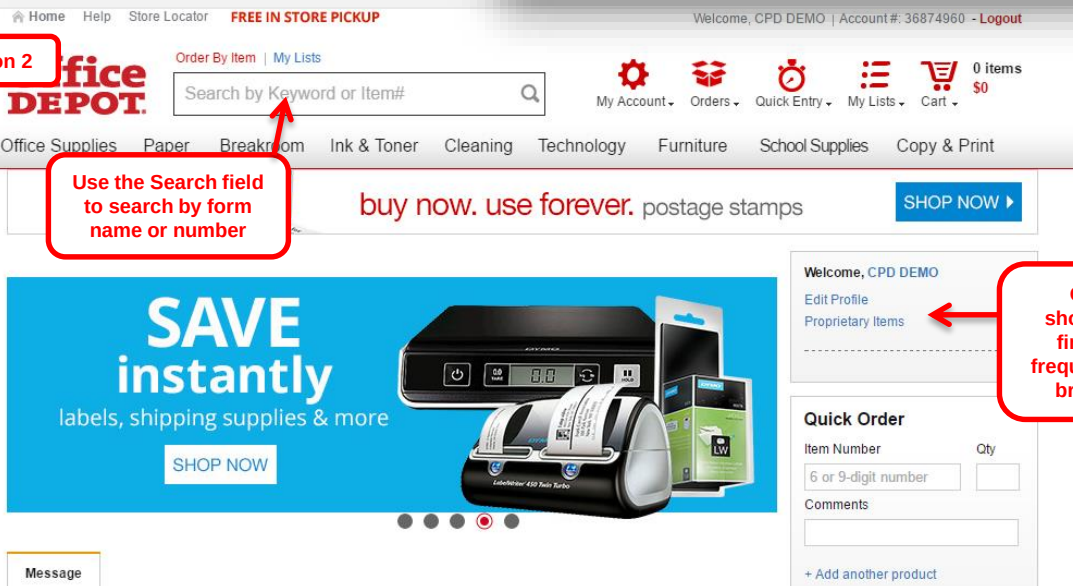
How to find and order Branch Forms

Option 1

Ordering Forms

Order the most frequently used Branch Forms [Here](#)

Option 2



Home / Proprietary Items

Shop Proprietary Items

Units

- ☐ Each (3)
- ☐ Pack (8)
- ☐ Pad (1)

More Ways to Shop

Office Depot Brand Products
Greener Office Products

Customers who viewed items you browsed also viewed



★★★★★ 1 Reviews

Paper Mate® Profile® Ballpoint Stick Pens, Bold Poin...

\$10⁸⁹ / dozen



Proprietary Items 9 results

Advanced Sorting Available!

Please use Advanced Sorting options below to sort products by Best Value Item, Contract Item, price and more!

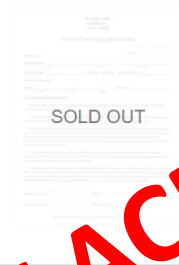
Items 1 to 9

12 Per Page

By

Relevance

Grid List



Patient Consent & Health 100/PK
Item 409209
[Write a review](#)
Limited Availability

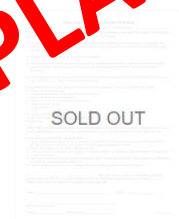
Select your item,
enter the Qty, then
Add to Cart

Qty \$4²⁵ / pack

[ADD TO CART](#)

[ADD TO SHOPPING LIST](#)

☐ Compare



Flu Vaccine Consent 100/PK
Item 409173
[Write a review](#)
Limited Availability

Qty \$3⁷⁰ / pack

[ADD TO CART](#)

[ADD TO SHOPPING LIST](#)

☐ Compare

Add any additional branch forms to your order or add office supplies

How to find and order Envelopes and Letterhead

Step 1: Click on [Order Here](#) link from Bulletin Board

- Letterhead (all) and Envelopes (lower-usage): 350-CRD, 906-OPS, 917-BBM, 921-OPS, 922-OPS, LTH-002, and LTH-007. Click [here](#) to order.

Step 2: Click on item or Choose Quantity by product, Click “Add to Cart”

Columbia Bank Catalog

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



350-CRD #10 Security Window Envelope - EN01 | Under Construction
- Please Do Not Order
[Details](#)

500 envelopes

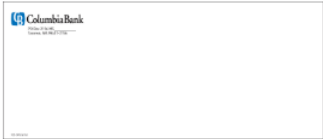
[Add to Cart](#)



906-OPS #9 Security Envelope - EN02 | Under Construction - Please Do Not Order
[Details](#)

500 envelopes

[Add to Cart](#)



922-OPS #12 Security Envelope - EN04 | Under Construction - Please Do Not Order
[Details](#)

50 envelopes

[Add to Cart](#)

Add any additional branch forms to your order or add office supplies

How to find and order Envelopes and Letterhead (cont.)

Step 2 (cont): *Preview item then choose Quantity, Click “Add to Cart”*

Quantity: 500 envelopes

Quantity: Choose quantity in drop down

Product Preview:

FROM _____

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO 433 TACOMA WA
POSTAGE WILL BE PAID BY ADDRESSEE

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

FROM _____

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO 433 TACOMA WA
POSTAGE WILL BE PAID BY ADDRESSEE

ColumbiaBank
MS _____
PO BOX 2156
TACOMA WA 98401-9876

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

Cancel Add To Cart

Zoom: Place mouse over Product Preview area to zoom in to preview item.

Add to Cart: Adds item to cart to proceed to checkout or continue shopping

Add any additional branch forms to your order or add office supplies

How to find and order Misc. Forms 00-055, 00-175, 00-213, OPS-192, OPS-193

Step 1: Click on [Order Here](#) link from Bulletin Board

- Form Numbers: 00-055, 00-175, 00-213, OPS-192, and OPS-193. Click [here](#) to order.

Step 2: Login using your branch number

Office DEPOT

Contact Us | Help | FAQ | Login

* Required

Username:

Password:

Login

[Retrieve password](#)

Welcome to File Cabinet
Your Personal Digital Storage Center

File Cabinet - A Secure personalized online digital storage center by Office Depot.

To find out more about this service and to get your login and password for File Cabinet, contact your Account Manager today at 800-263-3429.

Free print assessment
Save time & money
Sign up for a free print assessment by a certified print specialist

[SIGN UP](#)

Login | Forgot

Step 3: Select Order Catalog Items

Office DEPOT

Featured Options

To begin, click on one of the options below:

Manage Filing Cabinet

Manage Users

Order Catalog Items

Order Modifiable Documents

How to find and order Misc. Forms (cont.)

Step 4: Preview, Enter Order Qty, then add form(s) to cart

Office
DEPOT.

Home > Order Catalog Items > Catalog

Catalog

Catalog features any Filing Cabinet documents and personalized products to have been pre-configured and available for convenient ordering.

Search

Other Miscellaneous Forms

Corporate Default

Other Miscellaneous Forms

00-055 - Payroll Chang..
00-055 Payroll Change
Qty of 1 = 2 pads of 100

Quantity:

Add

00-175 - Account Trans..
00-175 Account Trans...
Qty of 1 = 2 pads of 100

Quantity:

Add

00-213 - Safe Deposit ..
00-213 Safe Deposit Box Entry
Qty 1 = 2 Packs of 50

Quantity:

Add

OPS-192 - Request To H..
OPS-192 Request to
Hold Statements/ Notice...

Quantity:

Add

OPS-193 - Statement Pl..
OPS-193 Statement Pick Up Sign In
Qty 1 = 2 Packs of 12

Quantity:

Add

Click on item for a larger preview

Enter Quantity then Add to add to cart

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Office
DEPOT.

How to find and order Forms (cont.)

Step 5: Complete selection process

Home > Order Catalog Items > Catalog

Catalog

Catalog features any Filing Cabinet documents and personalized products to have been pre-configured and available for convenient ordering.

Search

Corporate Default

Other Miscellaneous Forms

00-055 - Payroll Chang..
00-055 Payroll Change
Qty of 1 = 2 pads of 100

Remove

00-175 - Account Trans..
00-175 Account Transfer
Authorization

Quantity:

Add

00-213 - Safe Deposit..
00-213 Safe Deposit Box Entry
Qty 1 = 2 Packs of 50

Quantity:

Add

SubTotal: \$34.75

View Cart

1. Click View Cart to proceed

Office DEPOT

Home > Catalog > Catalog Order

Order Summary

Catalog Order

Preview	Item Name / Description	Price	Quantity	Total	Action
	00-055 - Payroll Change	\$34.75	1	\$34.75	Remove
Subtotal				\$34.75	

Cancel Order

2. Add To Order

Add To Order

3. Review and confirm by checking the boxes

Price Summary

This order contains a single job.
This is only a summary.
Other charges may be applied as you complete your order.

Please review to make sure you have...
(Check the boxes below to confirm)

☒ Confirmed all documents have desired printing options applied
☒ Previewed all pages for content and layout
☐ Entered desired quantity

Order Subtotal: \$32.13

Item #1	Document: 00-055 - Payroll-Change-2013-07 - 2up.pdf Pages: 1	Page Size: Letter Final Size: Letter (8.5 X 11.0)	Quantity: 100	
Item	Configured Options	Quantity	Price	Total Price
Impression :	B & W - All Pages - Single Sided	25	\$0.03	\$0.83
Paper :	20lb B/W - 24lb Color (White) - All Pages	25	\$0.00	\$0.00
Finishing :	Padding - Size	100	\$0.30	\$30.00
Finishing :	Cutting - per Cut (Machine)	1	\$1.50	\$1.50
Total:				\$32.13

Edit Order

Print

Accept & Continue

4. Accept & Continue to proceed to Office Depot check-out

Complete the check-out process

When finished ordering, select “Checkout” to enter billing and shipping data

Home

Help

Store Locator

FREE IN STORE PICKUP

Welcome, COLUMBIA ADMIN

Account #: 45596465

Logout

Office DEPOT

Order By Item | My Lists

Search by Keyword or Item#

My Account

Orders

Quick Entry

My Lists

Cart

1 Items

\$34.75

Office Supplies

Paper

Breakroom

Ink & Toner

Cleaning

Technology

Furniture

School Supplies

Copy & Print

Definitely not the same old Grind

Exclusively for Office Depot® OfficeMax®

OFFICE DEPOT OFFICEMAX

SHOP NOW

Shopping Cart

Continue Shopping

Need Help?

Live Chat

Email

FAQs

Print

Online Print Center

Item # 102842 Entered Item # 102842

Price

\$0.35 / each

Qty.

100

Edit

View

Remove

Total

\$34.75

Job Name: 00055 Payroll Change

GL CODE

Select

Comments: 00055 Payroll Change

Edit

Continue Shopping

Update Cart

Empty Cart

Save Cart To List

Share Cart

Order summary

Subtotal

\$34.75

Estimate Shipping & Taxes

Total (1 Item)

\$34.75

Checkout

Apply a coupon code

Order by item #

TIP: Continue shopping from multiple areas of the site before you checkout with a single cart

How to find and order Cash In & Cash Out Tickets

Step 1: Click on [Order Here](#) link from Bulletin Board

- Cash In & Cash Out Tickets: Click [here](#) to order.

Step 2: Login using your branch number

Office DEPOT
OfficeMax
Now one company.

Search Products Go

Home

Friday, July 15, 2016 12:04 PM

Products
View cart
Reports

Returning Customer

User Name

Password

Go

I Have Forgotten My User Name or Password

If you would like to be reminded of your User Name or have the option to reset your Password, please provide your email address and your log on information will be emailed to you immediately.

Email

Go

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Step 3: Click on Columbia Bank

Office DEPOT
OfficeMax
Now one company.

Search Products Go

Home Logout

Friday, July 15, 2016 1:24 AM

Products

Columbia Bank

Products
View cart
Reports

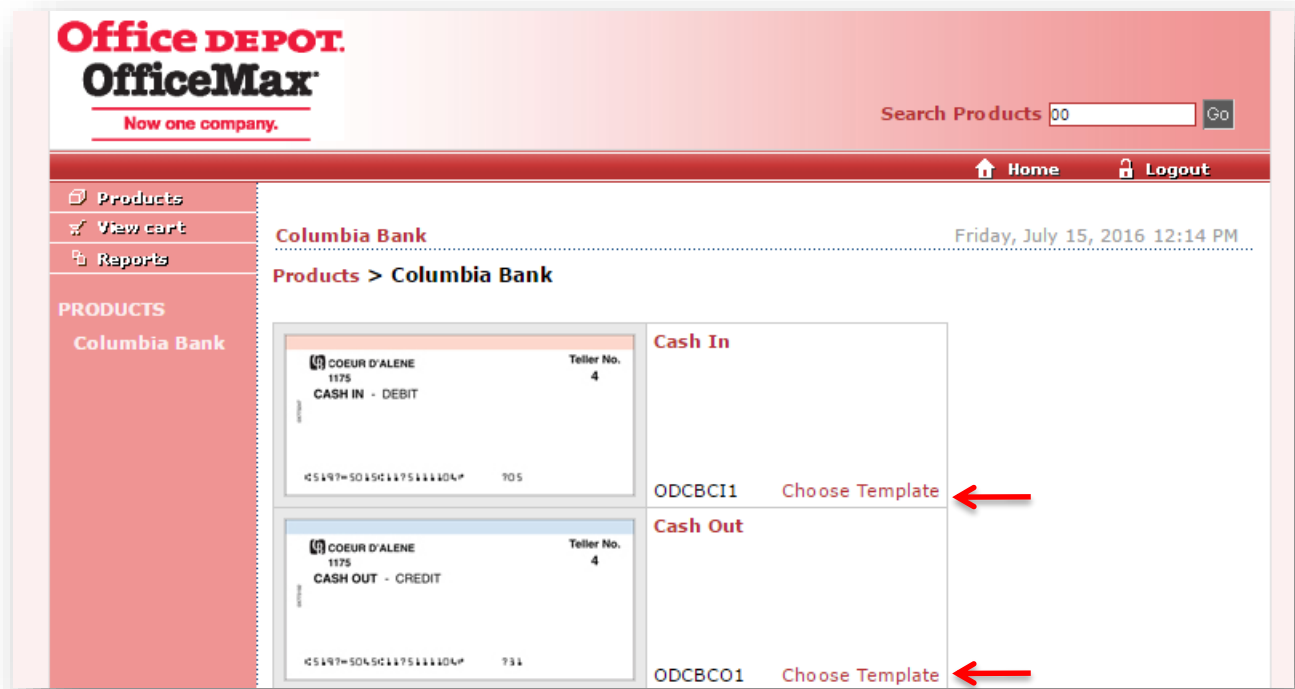
PRODUCTS
Columbia Bank

Columbia Bank

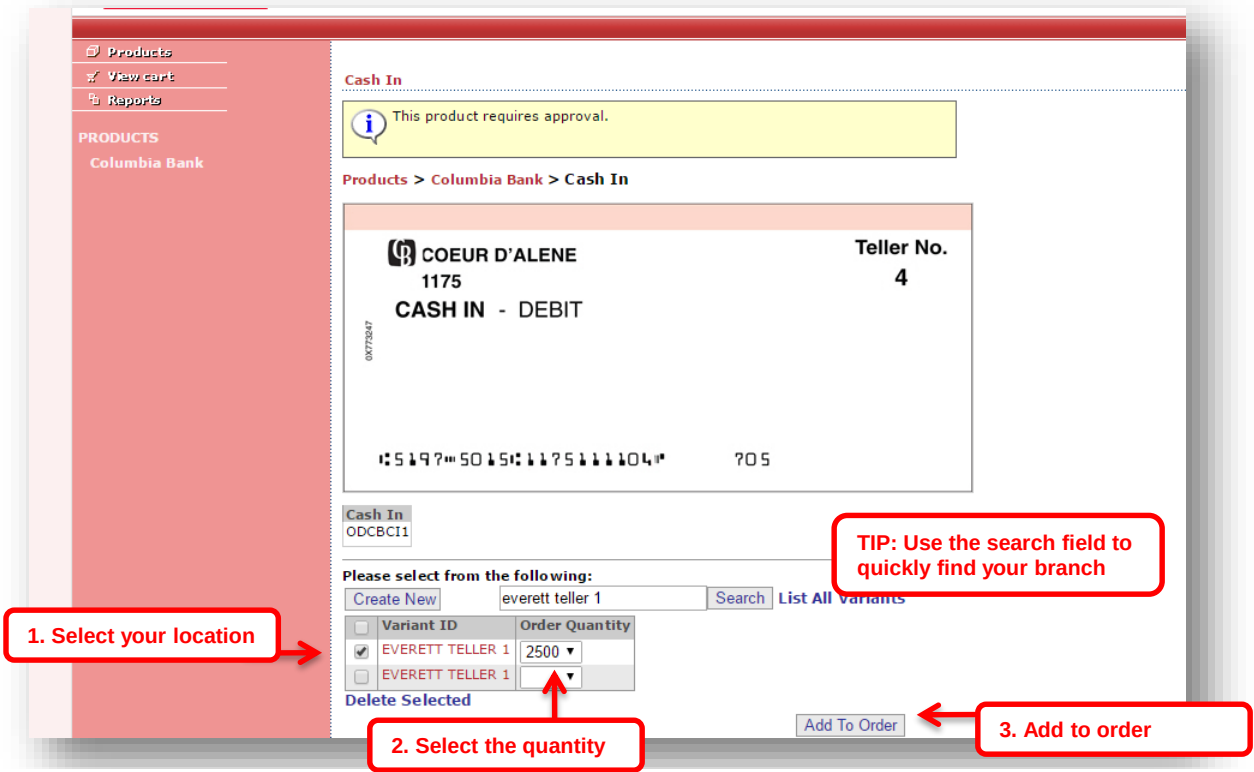
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How to find and order Cash In & Cash Out Tickets (cont.)

Step 4: Select Item by click Choose Template



Step 5: Customize the item and order for your branch location



How to find and order Cash In & Cash Out Tickets (cont.)

Step 4: Select Item by click Choose Template

Office DEPOT.

OfficeMax

Now one company.

[Home](#)
[Logout](#)

- Products
- View cart
- Reports

PRODUCTS

Columbia Bank

Columbia Bank
Friday, July 15, 2016 12:14 PM

Products > Columbia Bank

	Cash In ODCBCI1 Choose Template
	Cash Out ODCBCO1 Choose Template

Step 5: *Customize the item and order for your branch location*

Cash In

Products > Columbia Bank > Cash In

COEUR D'ALENE
1175
CASH IN - DEBIT

Teller No.
4

Cash In
ODCBC11

Please select from the following:

Create New Search List All Variants

Variant ID	Order Quantity
☒ EVERETT TELLER 1	2500
☐ EVERETT TELLER 1	

Delete Selected

Add To Order

1. Select your location

2. Select the quantity

3. Add to order

TIP: Use the search field to quickly find your branch

How to find and order Cash In & Cash Out Tickets (cont.)

Step 6: Update your cart (if necessary) then click Check Out

Office DEPOT.
OfficeMax
Now one company.

Products

View cart

Reports

PRODUCTS
Columbia Bank

Cart

Cart > Shipping > Confirm

Remove	ID	Product	Quantity	Total Quantity
☐	ODCBCI1 - EVERETT TELLER 1	Cash In	2500	2,500

Remove SelectedShipping, handling and tax may be added to this subtotal.

Approval Required

Approval Required Because	Designated Approver	Approval Status	Approved/Declined By	Comments
Order is submitted or approved by Columbia Bank	Approver Group OD	Pending		

Save Changes | Cancel Order | Continue Shopping

Check Out >

Step 7: Select your branch's shipping location

Products

View cart

Reports

Concerned about security?

Shipping

Cart > Shipping > Confirm

Select a Shipping Address:

Back To Cart

Continue >

Everett

[+] Advanced Search

Search

Cancel

TIP: Use the search field to quickly find your branch

How to find and order Cash In & Cash Out Tickets (cont.)

Step 6: Select your shipping address and complete the Attn line

Products

View cart

Reports

Concerned about security?

Shipping

Cart > Shipping > Confirm

Select a Shipping Address: ?

Everett

Everett

Columbia Bank

Attn: TEST USER

Everett

1810 Everett Ave

Everett, WA 98201

Back To Cart

Continue >

Step 7: Review your order then click Submit to place your order

Products

View cart

Reports

Concerned about security?

Confirm

Please review your order carefully. Click Submit at the bottom of the page when you are ready to submit the order.

Cart > Shipping > Confirm

Ship To: Columbia Bank
Attn: TEST USER
Everett
1810 Everett Ave
Everett, WA 98201

ID	Product	Quantity	Total Quantity
ODBCI1 - EVERETT TELLER 1	Cash In	2500	2,500

Approval Required

Approval Required Because	Designated Approver	Approval Status	Approved/Declined By	Comments
Order is submitted or approved by Columbia Bank	Approver Group OD	Pending		

Submit