



Quick Start Order Guide

For your **Town Pump** Uniforms

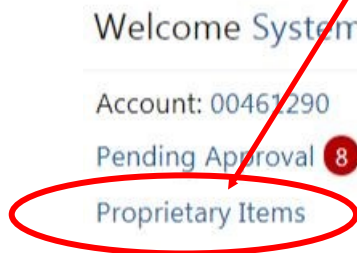
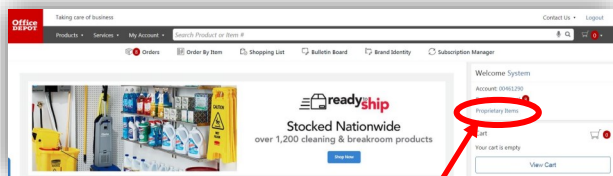


Login to **Business.OfficeDepot.com**



From the Home Screen

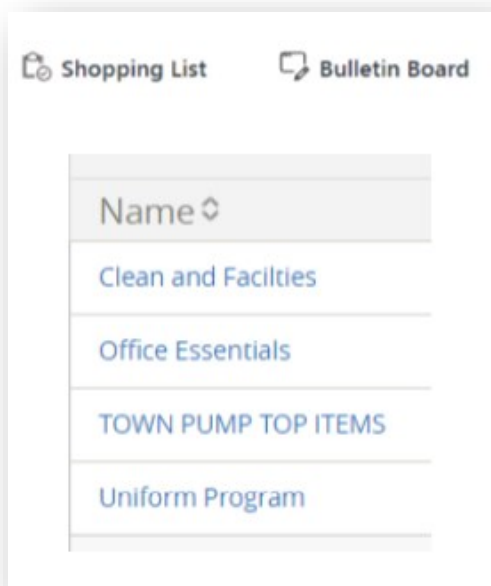
Click on **Proprietary Items** Upper Right



You may also access Uniforms from the Top Navigation Buttons

Click **Shopping Lists** or **Bulletin Board**

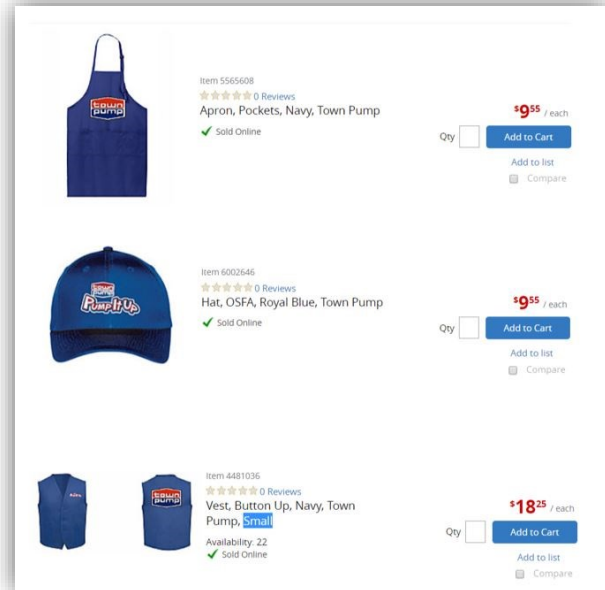
The Bulletin Board provides updates and announcements



You will now be presented with the

Proprietary Items Page

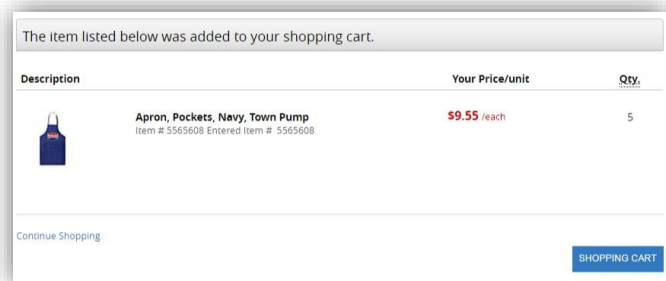
(Vests Available in (8) Size Options)



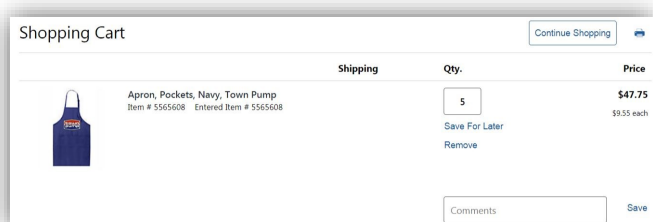
Add desired quantity to your product selection

Add to Cart to Check out

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



- Click **Checkout** to complete ordering process





For your **Town Pump** Uniforms



NOTE: MUST MACHINE WASH COLD.

Town Pump Vests Sizes

Each Size is a different SKU / Icon

Ensure you are choosing the correct size based on the description.

Turnaround Time

Order is processed Monday—Friday same day if ordered by 5pm MST

Transit Time is dependent on your location. (3-5 Business Days)

Order Questions:

Contact the Office Depot Customer Service Team

Toll Free: 888.263.3423 (888.2.OFFICE)

Account Support:

Paul Dobecki

Business Development Manager, Print/Promotional Products

Email: Paul.Dobecki@officedepot.com

Tel: 702.374.6843

Hisashi (Sashi) Tatsumi

Major Account Manager

Email: Hisashi.Tatsumi@officedepot.com

Tel: 208.891.2753

Thank you for your Business!

