

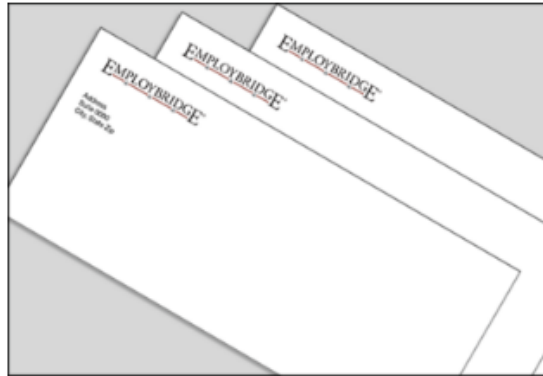
EMPLOYBRIDGE®

Creating a Better Work Life. Delivering a Stronger Workforce.

Your Brand Identity Site



Banners



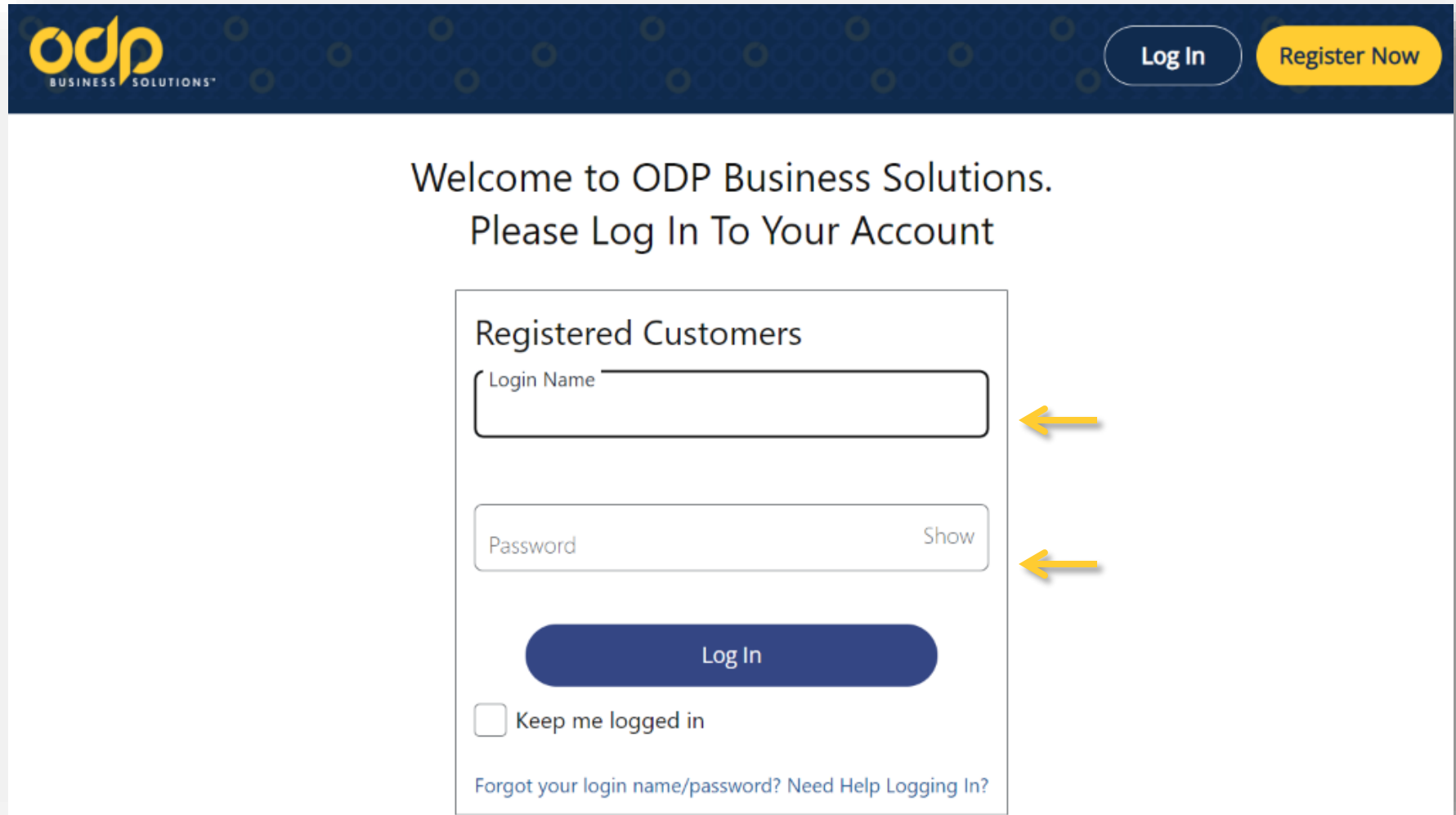
Envelopes



Flag Banners

Step 1: Login to your BSD site using your username and password

<https://www.odpbusiness.com/home.do>



odp
BUSINESS SOLUTIONS™

Log In Register Now

Welcome to ODP Business Solutions.
Please Log In To Your Account

Registered Customers

Login Name

Password Show

Log In

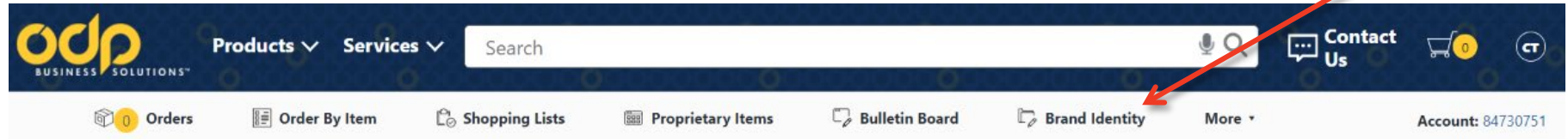
☐ Keep me logged in

[Forgot your login name/password? Need Help Logging In?](#)

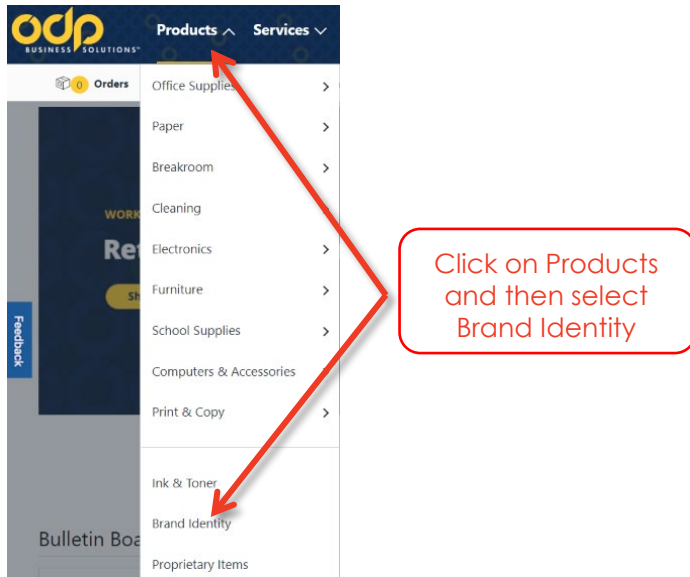
If you need assistance accessing your Office Depot Account, please submit a help desk ticket to Procurement/Sourcing. (Procurement/Sourcing > Office Depot Account Assistance)

Step 2: Access your Brand Identity Site:

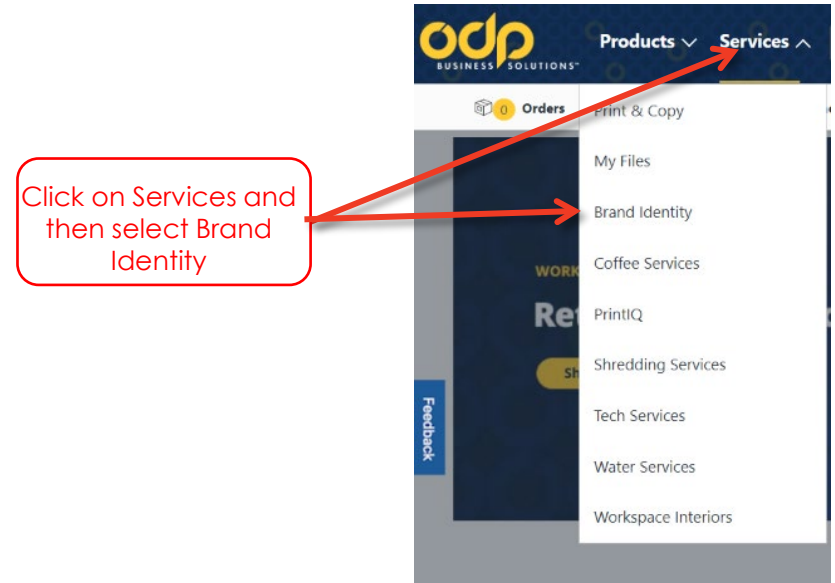
Option 1:



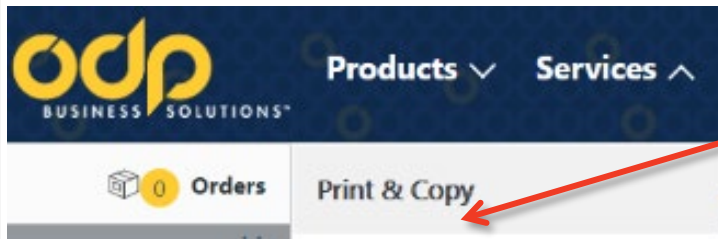
Option 2:



Option 3:



Option 4:



Brand Identity

Step 3: Select a Category

Search
Feature

Search



EmployBridge Catalog



Banners



Envelopes



Flag Banners



Flyers



Better Worklife



Window Clings



Yard Signs

Step 4: Choose Your Quantity and Click “Create”

View Cart About Contact Us FAQ

EmployBridge Catalog / Flyers Breadcrumbs for easy navigation

Search



Flyers

IMAGE UPLOAD HERE

Custom Upload 8.5 x 11 Flyer - FL03

[Details](#)

50 flyers

Create

THE CITY OF MEA HERE
SMOKIN' HOT
W/ 4.0%
HIGHEST HOURLY PAY
GATION
20 YEARS
PROLOGISTIX IS A MAJOR EMPLOYER
AND NOW WE'RE HIRING! APPLY TODAY!
www.prologistix.com

Smokin' Hot 8.5 x 11 Flyer - FL01

[Details](#)

50 flyers

Create

THE TIME TO GET A JOB
IS NOW!
THE ONLY MAJOR EMPLOYER
HIGHEST HOURLY PAY
MAJOR JOB TRAINING
PROLOGISTIX
www.prologistix.com
APPLY TODAY!
www.prologistix.com

The Time Is Now 8.5 x 11 Flyer - FL02

[Details](#)

50 flyers

Create

Quantity Drop Down

Step 5: Add your customization

The Time Is Now 8.5 x 11 Flyer - FL02

Qty 50 flyers

Customize Design

Layout Option: ProX

Position 1: Position 1

Position 2: Position 2

Position 3: Position 3

Phone: 000 - 000 - 0000

Website: www.website.com

Special Characters Show Less

Zoom Level:
Increase or Decrease Preview Image

Zoom 75% View Proof PDF Email Preview

Customization:
As you add to the text fields, the product will auto populate for instant product preview

View Full Size Image: To View a PDF Image

Email Preview: Allows you to email a preview to others

Next: Advances to the "Order More Page"

Special Characters:
Allows you to add special characters to text
- Click in text field
- Click on Special Character link to choose from icons

THE TIME TO GET A JOB is Now!

The job market is **BUZZING** with the **highest hourly pay** **RATES IN 20 YEARS!**

PROLOGISTIX IS NOW HIRING!

- Position 1
- Position 2
- Position 3

000-000-0000
www.website.com

DON'T MISS OUT. FIND YOUR NEXT JOB TODAY!

ProLogistix An Employment Company

Approving Your Proof

I hereby agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your order, you may return to this screen to make changes. Changes will not be allowed after checkout.

Cancel Next

Note: Due to the high resolution of the images, it may take some time for the preview image to load.

Step 6: Order More of the same item

Click "Next" to proceed to the Shopping Cart

[Remove All Products](#)

[Next](#)

Notice: These items are not currently in your shopping cart. Once you have reviewed the configured items below, please click Next to add these items to your cart.

Item	Options	Quantity
------	---------	----------



The Time Is Now 8.5 x 11 Fl...
#5292723

• Position 1



Copy
With your customizations already in place, create the same product again

Start Fresh
Starting from a blank slate, create the same product again

50

[Remove All Products](#)

[Next](#)

Add more of this item.

Step 7: When finished ordering, select “Checkout” to enter billing and shipping data



Products ▾ Services ▾

Search

Contact Us

 \$56.56



 Orders

 Order By Item

 Shopping Lists

 Proprietary Items

 Bulletin Board

 Brand Identity

More ▾

Account: 84730751

[Continue Shopping](#) 

Estimated Total: \$60.52

Checkout

Comments

Save

Please review your information. Your order will be printed exactly as shown. Once submitted, your order cannot be changed or cancelled. Estimated delivery is generally 7-10 business days, but shipping time varies depending on order.

Note on Custom Uploads:

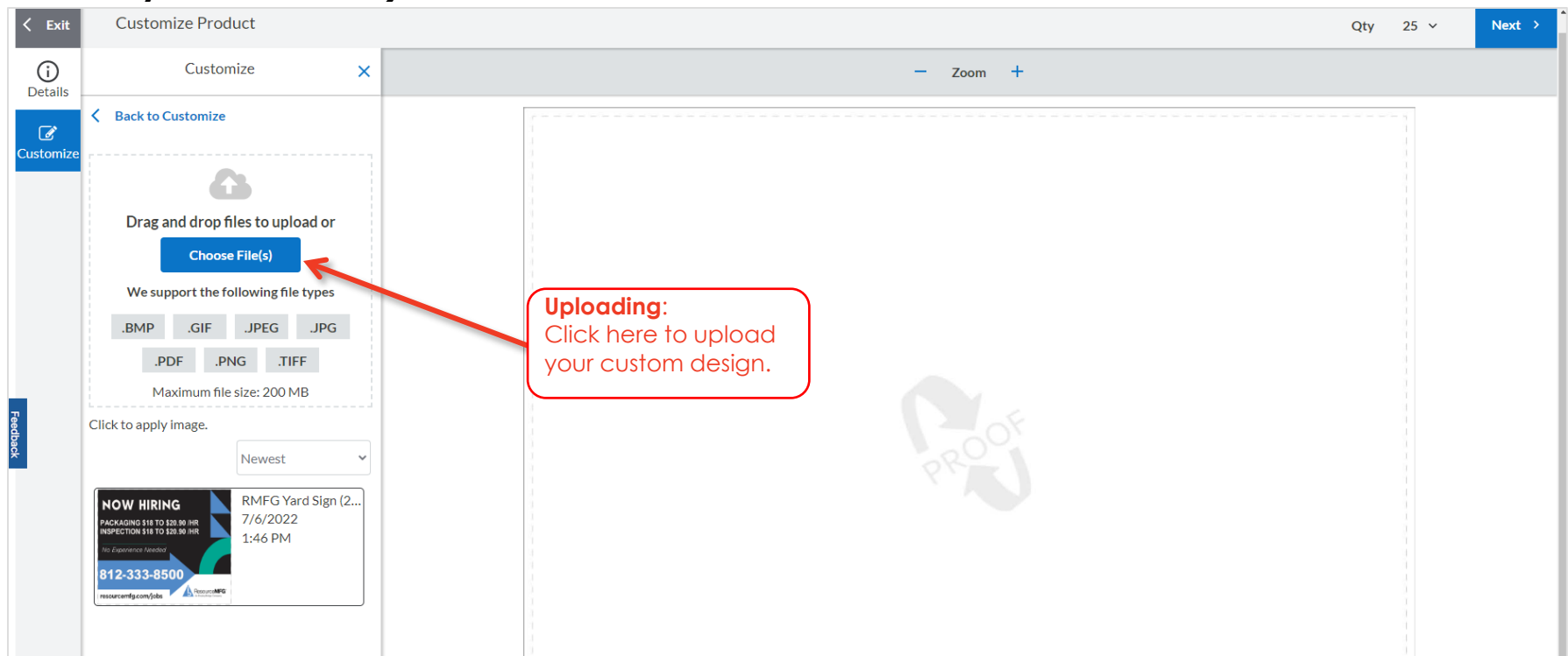
- There are some custom upload options available on the site.
- If you are looking for a specific design that is not available on the Office Depot store page, you can upload a custom image. We have a variety of premade designs available on the [Order Fulfillment site](#) that you can use.
- You can also create designs on [Canva](#). (For assistance with Canva, please contact Sheryl Newman, sheryl.newman@employbridge.com)
- For flyers, please upload a flyer with the following dimensions: 8.75" x 11.25".

(This is to account for the flyer bleed. If you need assistance adjusting the dimensions of an image, please contact Morgan Mayback – morgan.mayback@employbridge.com)

- For yard signs, please upload a yard sign with the following dimensions: 24" x 18".
 - Note: The Custom Upload Yard Sign is setup to print full color on both sides and comes with an H stake.
- For banners, please upload a banner with the following dimensions: 3' x 8'.

Note on Custom Uploads: (continued)

- You can download a pdf from the [Order Fulfillment site](#). (Or you can place a custom design request via Help Desk Ticket, see Help Desk Ticket slide for more information.)
- If the pdf has editable fields, fill in your custom information before uploading the design. (You do not need Adobe Acrobat to edit the flyer. You can edit it in your browser.)



Note on Banners:

- If you are a dual branded branch, you can display both brand logos on the banner, side-by-side. (In this case, the color behind “Now Hiring” will be black instead of the brand color)
- If you are not a dual branded branch, just leave “Brand Logo 2” blank.
- You can add a QR code to your banner. (QR code is not eligible if you are displaying 2 brand logos) When scanned, this will direct the user to the jobs page on the main brand site. (ex: prologistix.com/jobs)

< Exit

Customize Product

Qty 1

Next >

Customize

Details

Customize

Feedback

Brand Logo

ProLogistix

Brand Logo 2

Resource MFG

If Brand Logo 2 is selected, please don't select QR Code.

QR Code

No

Tagline

APPLY TODAY!

Website

Special Characters

prologistix.com or resourcemfg.com

Phone

555 - 555 - 5555

Zoom



Note on Yard Signs:

- For yard signs, there are multiple customization options.
- The yard signs have the option to have a different front and back. This can be used for dual-branded branches or to have the option of displaying 2 languages on the sign.
- For example, if you are a dual branded PLX and RMFG branch, choose “ProLogistix English Front” for “Front Option” and “ResourceMFG English Back” for “Back Option”

< Exit

Customize Product

Qty 25

Next >

Customize

Details

Customize

Feedback

Front Option

ProLogistix English Front

First field is for phone descriptor.

Phone

Call 555 - 555 - 5555

Tagline

APPLY TODAY!

Back Option

Resource MFG English Back

First field is for phone descriptor.

Back Phone

Call 555 - 555 - 5555

Tagline Back

APPLY TODAY!

QR Code

Yes

Zoom

NOW HIRING

APPLY TODAY!

 ProLogistix
An EmployBridge Company

 FIND A JOB NOW!

Call 555-555-5555

www.prologistix.com

NOW HIRING

APPLY TODAY!

 ResourceMFG
An EmployBridge Company

 FIND A JOB NOW!

Call 555-555-5555

www.resourcemfg.com

Note on Yard Signs: (continued)

- For example, if you would like both English and Spanish on your yard signs, choose “ProLogistix English Front” for “Front Option” and “ProLogistix Spanish Back” for “Back Option”

< Exit

Customize Product

Qty 25

Next >

Customize

Details

Feedback

Front Option

ProLogistix English Front

First field is for phone descriptor.

Phone

Call 555 - 555 - 5555

Tagline

APPLY TODAY!

Back Option

ProLogistix Spanish Back

First field is for phone descriptor.

Back Phone

Llamar 555 - 555 - 5555

Tagline Back

¡SOLICITA TU EMPLEO HOY MISMO!

QR Code

Yes

Zoom

NOW HIRING

APPLY TODAY!

 ProLogistix
An EmployBridge Company

 FIND A JOB NOW!

Call 555-555-5555

www.prologistix.com

ESTAMOS CONTRATANDO

¡SOLICITA TU EMPLEO HOY MISMO!

 ProLogistix
An EmployBridge Company

 FIND A JOB NOW!

Llamar 555-555-5555

www.prologistix.com

Note on Yard Signs: (continued)

- You can also have QR codes on your yard signs. If the brands on either side are different, the QR code will reflect the brand on that side. (For example, if the front of the sign is for ProLogistix, the QR code will direct to prologistix.com/jobs)
- There are currently only 2 design options for yard signs: Now Hiring and Job Fair. There is also a custom image upload option.
- Note: The Binoculars job fair yard sign is for ProDrivers, Remedy, RemX, Select, and Westaff. The Boots job fair sign is for ProLogistix and ResourceMFG.

Yard Signs

Feedback



Now Hiring Yard Sign 18x24 - YS01

[Details](#)

25 signs

Create



We're Hiring Binoculars Job Fair Yard Sign 18x24 - YS04

[Details](#)

25 signs

Create



We're Hiring Boots Job Fair Yard Sign 18x24 - YS05

[Details](#)

25 signs

Create



Custom Upload Yard Sign 18x24 - YS11

[Details](#)

25 signs

Create

Waiting for ham-cellar-data.net...

Where to Submit a Help Desk Ticket

- **For Print Design Requests:**
 - **Candidate Recruitment Marketing > Grassroots and Print Marketing > Print Design Requests (Flyers, postcards, etc.)**
- **For Banners and Signs:**
 - **Candidate Recruitment Marketing > Grassroots and Print Marketing > Banners and Signs**
- **For Office Depot Account Assistance (including log ins):**
 - **Procurement / Sourcing > Procurement / Sourcing > Office Depot Account Assistance**

Contact Information

- **Megan Lazarou – Office Depot Representative**
 - For Assistance with Custom Orders and EmployBridge Office Depot Store
 - Megan.Lazarou@officedepot.com
- **Morgan Mayback – Marketing Specialist**
 - For Assistance with EmployBridge Office Depot Store and General Graphic Design
 - Morgan.Mayback@employbridge.com
- **Gail Ferro – Director of Recruitment Marketing**
 - For Assistance with Recruitment Marketing Initiatives
 - Gail.Ferro@employbridge.com
- **Savannah Manke – Procurement Coordinator**
 - For Assistance with Office Depot Login
 - savannah.manke@employbridge.com