



Office Depot Print Order Form



All information below needs to be completely filled out to process your order

3/13/2017

Store #:

Ship To:

Franchisee:

If using a credit card for payment, list the name of the credit card holder and their phone number.

Street Address:

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Ordered By:

Phone #:

Customer Service: 800-983-3376

To Place Future Orders On-line: business.officedepot.com

Team Member Training Materials

All Required Posters		Qty
PC611	Set of all 12 required Posters only - English	
SP611	Spanish - Set of 11 required translated Posters	

Basics and Foundations		Qty
PC500	Basics and Foundations Set (Foundations and all checklists and posters) (04/2016)	
SP500	Spanish - Basics and Foundations Set (08/2016)	
PC001	Popeyes Foundations (11/2014)	

Checklists		Qty
PC508	Code Dating Standards (04/2016)	
SP508	Spanish - Code Dating Standards (08/2016)	
PC509	Personal Hygiene (04/2016)	
SP509	Spanish - Personal Hygiene (08/2016)	
PC510	Proper Cooling (04/2016)	
SP510	Spanish - Proper Cooling (08/2016)	
PC511	No Cross Contamination (04/2016)	
SP511	Spanish - No Cross Contamination (08/2016)	

Posters		Qty
PC167	Hold Times (10/2015) - English & Spanish	
PC166	Guest Areas (2009)	
PC038	People Poster (09/2015)	

Batter/Fry		Qty
PC501	Batter/Fry Set (all training aids, checklists and posters) (04/2016)	
SP501	Spanish Batter/Fry Set - (08/2016)	

Training Aids		Qty
PC512	Batter Table Setup (Ice Bath) (04/2016)	
SP512	Spanish - Batter Table Setup (Ice Bath) (08/2016)	
PC515	Bone-in Chicken (04/2016)	
SP515	Spanish - Bone-in Chicken (08/2016)	
PC516	Cajun Fish (04/2016)	
SP516	Spanish - Cajun Fish (08/2016)	
PC517	Catfish (04/2016)	
SP517	Spanish - Catfish (08/2016)	
PC518	Freezer to Fryer cooking (01/2015)	
PC519	Fryer Filtering (04/2016)	
SP519	Spanish - Fryer Filtering (08/2016)	
PC092	Fryers - Cold Clean (01/2015)	
PC520	Handcrafted Nuggets (04/2016)	
SP520	Spanish - Handcrafted Nuggets (08/2016)	
PC521	Popcorn Shrimp (04/2016)	
SP521	Spanish - Popcorn Shrimp (08/2016)	
PC522	Poultry Batter (04/2016)	
SP522	Spanish - Poultry Batter (08/2016)	
PC523	Shortening Management (04/2016)	

All posters in bold italic are required.

Training Aids (cont.)		Qty
SP523	Spanish - Shortening Management (08/2016)	
PC524	Tenders (04/2016)	
SP524	Spanish - Tenders (08/2016)	

Checklists		Qty
PC525	Batter Table Setup (Ice Bath) (04/2016)	
SP525	Spanish - Batter Table Setup (Ice Bath) (08/2016)	
PC526	Batter Table Setup (Auto Sifter) (04/2016)	
SP526	Spanish - Batter Table Setup (Auto Sifter) (08/2016)	
PC527	Blackened Tenders (04/2016)	
SP527	Spanish - Blackened Tenders (08/2016)	
PC528	Bone-in Chicken (04/2016)	
SP528	Spanish - Bone-in Chicken (08/2016)	
PC529	Cajun Battered Fries (04/2016)	
SP529	Spanish - Cajun Battered Fries (08/2016)	
PC530	Cajun Fish (04/2016)	
SP530	Spanish - Cajun Fish (08/2016)	
PC531	Catfish (04/2016)	
SP531	Spanish - Catfish (08/2016)	
PC532	Fryer Filtering (04/2016)	
SP532	Spanish - Fryer Filtering (08/2016)	
PC533	Handcrafted Nuggets (04/2016)	
SP533	Spanish - Handcrafted Nuggets (08/2016)	
PC534	Popcorn Shrimp (04/2016)	
SP534	Spanish - Popcorn Shrimp (08/2016)	
PC535	Poultry Batter (04/2016)	
SP535	Spanish - Poultry Batter (08/2016)	
PC536	Shortening Management (04/2016)	
SP536	Spanish - Shortening Management (08/2016)	
PC537	Tenders (04/2016)	
SP537	Spanish - Tenders (08/2016)	

Posters		Qty
PC538	<i>Bone-in Chicken (04/2016)</i>	
SP538	<i>Spanish - Bone-in Chicken (08/2016)</i>	
PC150	Blackened Tenders Color Chart (2014)	
PC151	<i>Bonafide Chicken (2009)</i>	
PC539	Handcrafted Nuggets Poster (04/2016)	
SP539	Spanish - Handcrafted Nuggets (08/2016)	
PC610	Tenders Poster (04/2016)	
SP610	Spanish - Tenders Poster (08/2016)	

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Cleaning		Qty
PC502	Cleaning Set (all checklists) (04/2016)	
SP502	Spanish - Cleaning Set (all checklists) (08/2016)	
Checklists		
PC540	Cleaning - Back of the House (04/2016)	
SP540	Spanish - Cleaning - Back of the House (08/2016)	
PC541	Cleaning - Curb Appeal (04/2016)	
SP541	Spanish - Cleaning - Curb Appeal (08/2016)	
PC542	Cleaning - Lobby and Restrooms (04/2016)	
SP542	Spanish - Cleaning - Lobby and Restrooms (08/2016)	
PC543	Cleaning - Service Area (04/2016)	
SP543	Spanish - Cleaning - Service Area (08/2016)	
PC544	Cleaning - Storage Areas (04/2016)	
SP544	Spanish - Cleaning - Storage Areas (08/2016)	
Packaging		Qty
PC503	Packaging Set (all training aids, checklists and posters) (04/2016)	
SP503	Spanish - Packaging Set (all training aids, checklists and posters) (08/2016)	
Training Aids		
PC545	Biscuits - Packaging (04/2016)	
SP545	Spanish - Biscuits - Packaging (08/2016)	
PC546	Bone-in Chicken - Packaging (04/2016)	
SP546	Spanish - Bone-in Chicken - Packaging (08/2016)	
PC547	Butterfly Shrimp - Packaging (04/2016)	
SP547	Spanish - Butterfly Shrimp - Packaging (08/2016)	
PC548	Cajun Battered Fries - Packaging (04/2016)	
SP548	Spanish - Cajun Battered Fries - Packaging (08/2016)	
PC549	Cajun Fish - Packaging (04/2016)	
SP549	Spanish - Cajun Fish - Packaging (08/2016)	
PC550	Cajun Rice - Packaging (04/2016)	
SP550	Spanish - Cajun Rice - Packaging (08/2016)	
PC551	Catfish - Packaging (04/2016)	
SP551	Spanish - Catfish - Packaging (08/2016)	
PC552	Cole Slaw - Packaging (04/2016)	
SP552	Spanish - Cole Slaw - Packaging (08/2016)	
PC553	Green Beans - Packaging (04/2016)	
SP553	Spanish - Green Beans - Packaging (08/2016)	
PC554	Handcrafted Nuggets - Packaging (04/2016)	
SP554	Spanish - Handcrafted Nuggets - Packaging (08/2016)	
PC555	Mashed Potatoes & Gravy - Packaging (04/2016)	
SP555	Spanish - Mashed Potatoes & Gravy - Packaging (08/2016)	
PC556	Po'Boy Sandwiches (04/2016)	
SP556	Spanish - Po'Boy Sandwiches (08/2016)	
PC557	Popcorn Shrimp - Packaging (04/2016)	
SP557	Spanish - Popcorn Shrimp - Packaging (08/2016)	

All posters in bold italic are required.

Training Aids (cont.)		
PC136	Popcorn Shrimp - Portioning (01/2015) - English & Spanish	
PC122	Programming Holding Drawers (08/2014) - English & Spanish	
PC558	Red Beans and Rice - Packaging (04/2016)	
SP558	Spanish - Red Beans and Rice - Packaging (08/2016)	
PC559	Tenders - Packaging (04/2016)	
SP559	Spanish - Tenders - Packaging (08/2016)	
Checklists		
PC560	Biscuits - Packaging (04/2016)	
SP560	Spanish - Biscuits - Packaging (08/2016)	
PC561	Bone-in Chicken - Packaging (04/2016)	
SP561	Spanish - Bone-in Chicken - Packaging (08/2016)	
PC562	Butterfly Shrimp - Packaging (04/2016)	
SP562	Spanish - Butterfly Shrimp - Packaging (08/2016)	
PC563	Cajun Battered Fries - Packaging (04/2016)	
SP563	Spanish - Cajun Battered Fries - Packaging (08/2016)	
PC564	Cajun Fish - Packaging (04/2016)	
SP564	Spanish - Cajun Fish - Packaging (08/2016)	
PC565	Cajun Rice - Packaging (04/2016)	
SP565	Spanish - Cajun Rice - Packaging (08/2016)	
PC566	Catfish - Packaging (04/2016)	
SP566	Spanish - Catfish - Packaging (08/2016)	
PC567	Cole Slaw - Packaging (04/2016)	
SP567	Spanish - Cole Slaw - Packaging (08/2016)	
PC568	Green Beans - Packaging (04/2016)	
SP568	Spanish - Green Beans - Packaging (08/2016)	
PC569	Handcrafted Nuggets - Packaging (04/2016)	
SP569	Spanish - Handcrafted Nuggets - Packaging (08/2016)	
PC570	Intro to Packaging (01/2015) - English & Spanish	
PC571	Mashed Potatoes & Gravy - Packaging (04/2016)	
SP571	Spanish - Mashed Potatoes & Gravy - Packaging (08/2016)	
PC572	Po'Boy Sandwiches (04/2016)	
SP572	Spanish - Po'Boy Sandwiches (08/2016)	
PC573	Popcorn Shrimp - Packaging (04/2016)	
SP573	Spanish - Popcorn Shrimp - Packaging (08/2016)	
PC574	Red Beans and Rice - Packaging (04/2016)	
SP574	Spanish - Red Beans and Rice - Packaging (08/2016)	
PC575	Sandwich Station Setup (04/2016)	
SP575	Spanish - Sandwich Station Setup (08/2016)	
PC576	Tenders - Packaging (04/2016)	
SP576	Spanish - Tenders - Packaging (08/2016)	

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Team Member Training Materials

Packaging (cont.)		Qty
Posters		
PC577	<i>Chicken & Tenders - Packaging (04/2016)</i>	
SP577	<i>Spanish - Chicken & Tenders - Packaging (08/2016)</i>	
PC578	<i>Sandwiches - Packaging (04/2016)</i>	
SP578	<i>Spanish - Sandwiches - Packaging (08/2016)</i>	
PC579	<i>Seafood & Nuggets - Packaging (04/2016)</i>	
SP579	<i>Spanish - Seafood & Nuggets - Packaging (08/2016)</i>	
PC580	<i>Side Items - Packaging (04/2016)</i>	
SP580	<i>Spanish - Side Items - Packaging (08/2016)</i>	
PC156	<i>Family Meals and Kids Meals - Packaging (04/2016)</i>	
SP156	<i>Spanish - Family Meals and Kids Meals - Packaging (08/2016)</i>	
Prep and Biscuits		Qty
PC504	Prep and Biscuits Set (all training aids, checklists and posters) (08/2016)	
SP504	Spanish Prep and Biscuits Set (all training aids, checklists and posters) (08/2016)	
Training Aids		
PC581	Biscuits (04/2016)	
SP581	Spanish - Biscuits (08/2016) need Panning	
PC582	Brewed Ice Tea (04/2016)	
SP582	Spanish - Brewed Iced Tea (08/2016)	
PC583	Cajun Rice (04/2016)	
SP583	Spanish - Cajun Rice (08/2016)	
PC584	Cole Slaw (04/2016)	
SP584	Spanish - Cole Slaw (08/2016)	
PC585	Green Beans (04/2016)	
SP585	Spanish - Green Beans (08/2016)	
PC586	Heating Chubs in Accutemp Steam & Hold (04/2016)	
SP586	Spanish - Heating Chubs in Accutemp Steam & Hold (08/2016)	
PC587	Heating Chubs in Chub Warmer (04/2016)	
SP587	Spanish - Heating Chubs in Chub Warmer (08/2016)	
PC588	Mashed Potatoes (04/2016)	
SP588	Spanish - Mashed Potatoes (08/2016)	
PC589	Red Rice (04/2016)	
SP589	Spanish - Red Rice (08/2016)	

All posters in bold italic are required.

Prep and Biscuits (cont.)		Qty
Checklists		
PC590	Biscuits (04/2016)	
SP590	Spanish - Biscuits (08/2016)	
PC591	Brewed Ice Tea (04/2016)	
SP591	Spanish - Brewed Iced Tea (08/2016)	
PC592	Cajun Rice (04/2016)	
SP592	Spanish - Cajun Rice (08/2016)	
PC593	Cole Slaw (04/2016)	
SP593	Spanish - Cole Slaw (08/2016)	
PC594	Green Beans (04/2016)	
SP594	Spanish - Green Beans (08/2016)	
PC595	Heating Chubs in Accutemp Steam & Hold (04/2016)	
SP595	Spanish - Heating Chubs in Accutemp Steam & Hold (08/2016)	
PC596	Heating Chubs in Chub Warmer (04/2016)	
SP596	Spanish - Heating Chubs in Chub Warmer (08/2016)	
PC597	Mashed Potatoes (04/2016)	
SP597	Spanish - Mashed Potatoes (08/2016)	
PC598	Prep Station Setup (04/2016)	
SP598	Spanish - Prep Station Setup (08/2016)	
PC599	Red Rice (04/2016)	
SP599	Spanish - Red Rice (08/2016)	
Posters		
PC600	<i>Cajun Rice (04/2016)</i>	
SP600	<i>Spanish - Cajun Rice (08/2016)</i>	
PC601	<i>Cole Slaw/Green Beans (04/2016)</i>	
SP601	<i>Spanish - Cole Slaw/Green Beans (08/2016)</i>	
PC602	<i>Mashed Potatoes/Chubs (04/2016)</i>	
SP602	<i>Spanish - Mashed Potatoes/Chubs (08/2016)</i>	
PC603	<i>Red Rice (04/2016)</i>	
SP603	<i>Spanish - Red Rice (08/2016)</i>	

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Team Member Training Materials

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Seasoning		Qty
PC505	Seasoning Set (all training aids, checklists and posters) (08/2016)	
SP505	Spanish - Seasoning Set (all training aids, checklists and posters) (08/2016)	
Training Aids		
PC604	Seasoning Chicken (04/2016)	
SP604	Spanish - Seasoning Chicken (08/2016)	
Checklists		
PC605	Seasoning Chicken (04/2016)	
SP605	Spanish - Seasoning Chicken (08/2016)	
Posters		
PC606	<i>Seasoning Chicken (04/2016)</i>	
SP606	<i>Spanish - Seasoning Chicken (08/2016)</i>	
Service		Qty
PC506	Service Set (all Service checklists and Service Basics) (04/2016)	
SP506	Spanish - Service Set (all Service checklists) (08/2016)	
Checklists		
PC607	Beverage Service (04/2016)	
SP607	Spanish - Beverage Service (08/2016)	
PC608	Cash Handling (04/2016)	
SP608	Spanish - Cash Handling (08/2016)	
Service Basics		
PC250	Service Basics Training Outline (04/2015)	
PC251	Service Basics Notes Sheet (04/2015)	
PC252	Service Basics Let Me Worksheet (04/2015)	
PC253	Service Basics Videos (DVD) (04/2015)	
PC609	Service Basics Job Aid (04/2015)	
PC254	Service Basics Observation Form (04/2015)	

New Restaurant Opening Materials

		Qty
PC300	New Restaurant Opening Kit	
	<i>Includes the following required items:</i>	
	*PC500 - Basics and Foundations Set	
	*PC501 - Batter/Fry Set	
	*PC502 - Cleaning Set	
	*PC503 - Packaging Set	
	*PC504 - Prep and Biscuits Set	
	*PC505 - Seasoning Set	
	*PC506 - Service Set	
	*PC166 - Guest Areas Poster	
	*PC167 - Hold Time Poster	
	*PC577 - Packaging Chicken & Tenders Poster	
	*PC156 - Packaging Family Meals & Kids Meals Poster	
	*PC579 - Packaging Seafood & Nuggets Poster	
	*PC606 - Seasoning Chicken Poster	
	*PC538 - Battering Chicken Poster	
	*PC539 - Frying Chicken, Tenders & Nuggets Poster	
	*PC578 - Sandwiches Poster	
	*PC600 - Cajun Rice Poster	
	*PC601 - Cole Slaw & Green Beans Poster	
	*PC602 Mashed Potatoes & Chubs Poster	
	*PC603 Red Rice Poster	
	*PC580 - Packaging Side Items Poster	
	*PC039 - Product Control Slips (quantity: 60 pads)	
	*PC047 - HACCP Log Book (Qty: 3)	
	*PC048 - Image Cleaning Calendar	
	*PC065 - SPEED Tracking Chart -- Basic (Qty: 2)	
	*PC171 - Popeyes Hospitality Program Guide	
	*PC040 - Quality Complaint Job Aid & Checklist	
	*PC177 - SMG/Voice of the Guest Guidebook	
	*PC250 - Service Basics Training Outline	
	*PC251 - Service Basics Notes Sheet	
	*PC252 - Service Basics Let Me Worksheet	
	*PC253 - Service Basics Videos (DVD)	
	*PC254 Service Basics operations Form	

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Management Training Materials

Popeyes Management Certification (PMC)		Qty
PC176	PMC Set (all materials, validations, & workflows)	
PC073	PMC Leaders Guide	
PC074	PMC Trainees Guide	
PC075	PMC Folder (Checklist)	
PC076	Hold Harmless Agreement (F2F)	
PC077	Transition from Training Checklist	
PC054	Shift Goals/Coaching Checklist	
Validations		
PC078	Production Management Validation	
PC079	Service Management Validation	
PC080	Shift Management Validation	
Workflows		
PC049	Manager's Workflow Shift	
PC050	Manager's Workflow Shift (Production)	
PC051	Manager's Workflow Shift (Service)	

Operations Support

General Operations Materials		Qty
PC045	Period Calendar 2016	
PC046	Monthly Calendar 2016	
PC047	Popeyes HACCP Log Book	
PC048	Image Cleaning Calendar	
PC039	Product Control Slips (min 20 pads)	
PC175	Spicy/Mild Labels	
PC052	Rush Readiness Checklist	
PC040	Quality Complaint Job Aid & Checklist	
Preventative Utility Management Program (PUMP)		
PC056	PUMP Kit (Program book, stickers, NO Calendar)	
PC055	Preventative Utility Mgmt Program Book	
PC174	On/Off Stickers	
PC173	Breaker Stickers	
PC172	Preventative Maintenance Labels	
Speed		
PC063	SPEED Handbook	
PC064	SPEED Tracking Chart -- Advanced	
PC065	SPEED Tracking Chart -- Basic	
Timers		
PC067	Fast Track Timer Implementation Guide	
PC068	Setting Fast Track Parameters	
PC069	HME Timer Implementation Guide	
PC070	Setting HME Parameters	

People Services: Corporate Restaurants ONLY

		Qty
PC200	Crew New Hire Packet <i>Includes the following items:</i>	
	*PC202 - Orientation Checklist	
	*PC203 - Crew Handbook	
	*PC205 - Popeyes Security Standards Acknowledgment	
	*PC206 - Cashier Responsibility Acknowledgment	
	*PC207 - Uniform and Personal Appearance Acknowledgment	
	*PC208 - Crew Reference Check Form	
	*PC209 - ESS How-to Guide	
	*PC210 - Electronic Payment Selection Form	
	*PC211 - Federal W-4 Form	
	*PC212 - Welcome Notice	
PC220	Manager New Hire Packet <i>Includes all items from Crew Packet plus the following:</i>	
	*PC218 - Manager Handbook	
	*PC204 - Honor Code Acknowledgement	

Guest Relations Materials

		Qty
PC171	Popeyes Hospitality Program Guidebook	
PC177	SMG/Voice of the Guest Guidebook	

Service Basics 2.0

		Qty
PC221	What's in your Kit list (includes PC221 - PC228)	
PC222	Guest Recovery Operations Procedures	
PC223	Guest Recovery Notes Sheets	
PC224	Respond with Heart Job Aide	
PC225	Recognition Card	
PC226	Let Me Activity - Guest recovery role play	
PC227	Training Outline	
PC228	Training Tracker	

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