

Office DEPOT® OfficeMax®

Taking care of business



YOUR BRAND IDENTITY SITE

Envelopes



Letterheads



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

 Taking care of business

Chat Now Contact Us ▾

Welcome to the Business Solutions Division

Registered Customers

Login Name 

Password  Show

Log In

☐ Keep me logged in

[Forgot your login name/password?](#)

[Need Help Logging In?](#)



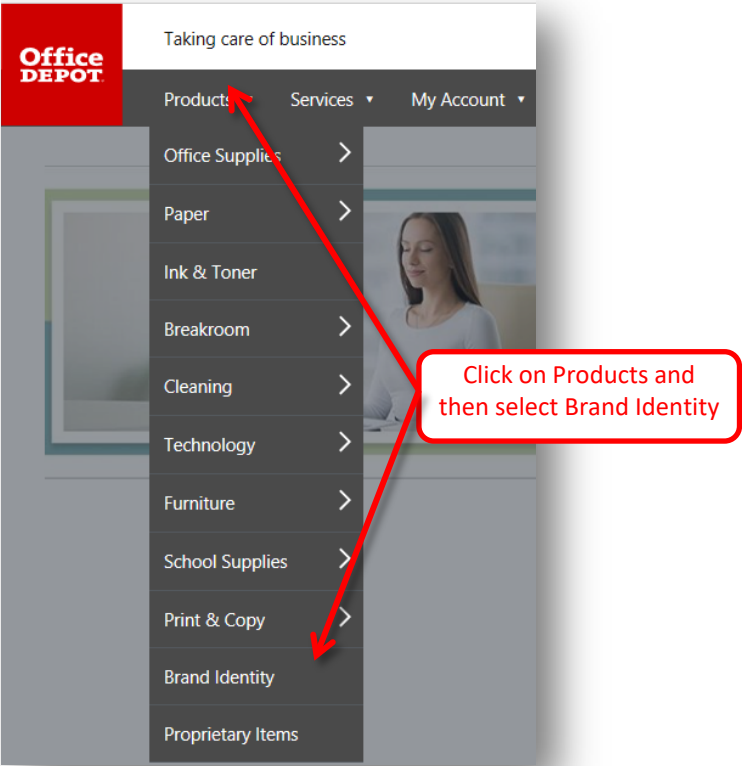
**You take care of business.
We take care of you.**

Not a customer? **LET'S GET STARTED** ▸

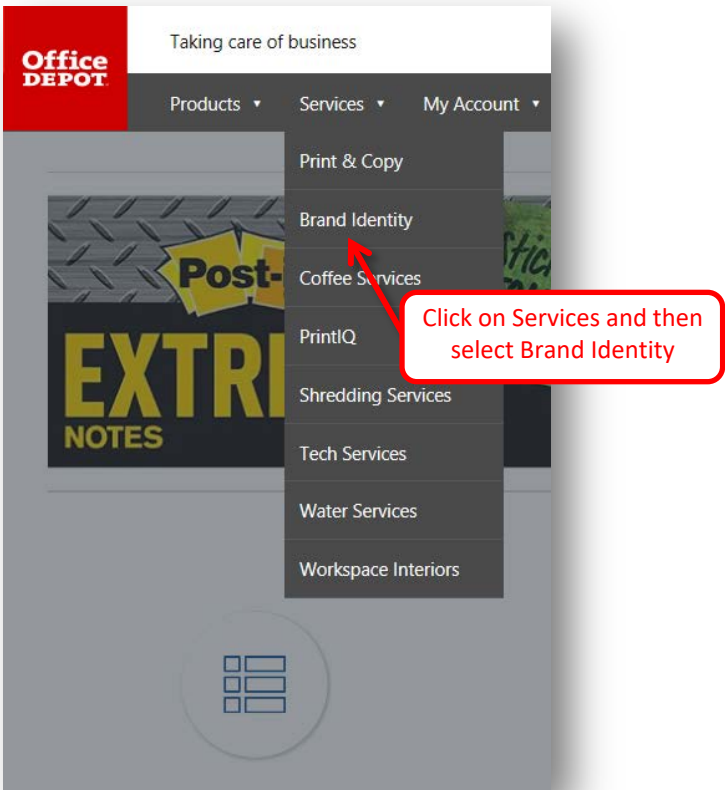
Industry Solutions	Quality Products	Business Services	Services & Support	Sustainability Programs
Get support tailored to your business and industry, from https://business.officedepot.com/index.do much	Find all the essential items you need to keep your business running as efficiently as possible.	Credit Card Processing, Clover POS Solutions and a host of other financial solutions to help keep your	From print & copy to procurement and payment solutions, we help you save time and money.	Get involved with Office Depot's many efforts to support diversity to your community and our

Step 2: Access your Brand Identity Site:

Option 1:



Option 2:



Option 3:



Step 3: *Choose Your Product Category (if applicable)*

[View Cart](#)[About](#)[Contact Us](#)[FAQ](#)

Grand Canyon University Catalog

Search Feature

[Go >](#)

Grand Canyon University Catalog

Envelopes



Letterheads



Step 4: Choose Your Quantity and Click “Add to Cart”

Grand Canyon University Catalog / Envelopes

Search Catalog... Go >

Envelopes

Breadcrumbs for easy navigation

Accounting Service Envelope - EN01

[Details](#)

500 envelopes

Add to Cart

Accounting Service Window Envelope - EN02

[Details](#)

500 envelopes

Add to Cart

GCU Athletics # 10 Envelope - EN03

[Details](#)

500 envelopes

Add to Cart

Quantity Drop Down

Step 5: *Non-Customized Items*

 Accounting Service Envelope - EN01

Quantity: 500 envelopes

Product Preview:

Accounting Service
PO Box 11590 | Phoenix, AZ 85061-1590

Accounting Services
PO Box 11590 | Phoenix, AZ 85061-1590

Cancel

Order More

Add To Cart

If you want to order this item, select the 'Add To Cart' option;
or select 'Order More' if you want to add this item to your
cart and continue to order another item.

Zoom:
Increase Image by
Hovering over preview

Step 6: *When finished ordering, select “Checkout” to enter billing and shipping data*

The screenshot shows the Office Depot website's shopping cart. The top navigation bar includes the Office Depot logo, a tagline 'Taking care of business', and links for 'Help' and 'Logout'. Below this is a search bar with the placeholder text 'Search Product or Item #'. The cart icon shows 1 item for a total of \$2.00.

The main heading is 'Shopping Cart'. To the right of the heading are links for 'Continue Shopping', 'Need Help?', 'Live Chat', 'Email', 'FAQs', and 'Print'.

	Price	Qty.	Total
 Business Cards, Imprint, Box of 500 Item # 329309 Entered Item # 329309 Manufacturer Direct	\$2.00 / box	1 Edit View Remove	\$2.00

Below the table is a 'Comments' box and a 'Save' button. At the bottom left is a 'Continue Shopping' button. At the bottom right are links for 'Update Cart', 'Empty Cart', 'Save Cart To List', and 'Share Cart'.

The 'Order summary' section on the right shows:
Subtotal: \$2.00
Estimate Shipping & Taxes
Total (1 Item): \$2.00
A blue 'Checkout' button with a lock icon.
A link to 'Order by item #' with a plus icon.

At the bottom right, there is a 'Need Stamps?' section with an image of stamps.

Please review your information. Your order will be printed exactly as shown so once submitted, your order cannot be changed or cancelled.