

Custom Stamp Ordering Guide

Prepared for VAPHS

1.) Login to your Federal Purchasing Page at WWW.OFFICEDEPOT.COM

Contact Us ▾

Welcome to the Business Solutions Division

Registered Customers

[Show](#)

[Log In](#)

☐ Keep me logged in

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



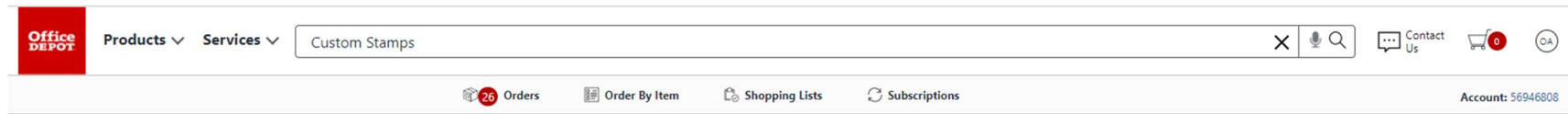
work

FROM ANYWHERE

Increase productivity for remote employees

[Learn More](#)

2.) Type “Custom Stamps” into the Search Bar and hit enter on your keyboard which will bring you to this page. Select “Address Stamps” below by clicking on the image.



Custom Stamps

Make Your Mark With Custom Stamps!

Custom stamps save time and money, and help ensure that paperwork is properly documented. Personalized stamps can be made for just about any purpose and help you convey your message in a consistent and professional manner. If you are looking to notarize a document or add a simple signature we have the brand, type and size that will work for you. The Xstamper® brand has a lifetime guarantee and delivers the highest quality laser engraved impression in the industry. 2000 Plus® stamps are perfect for rapid repeat stamping and simple to refill. Our signature Office Depot Brand stamp has a clean, crisp impression at a great value. If you need a stamp today the Brother stamp can be customized and ready in your local store same-day.

FREE SHIPPING on Custom Stamps except same-day stamps



Same-Day Stamps*

Personalization in a pinch! Turn signatures, graphics, text, and logos into stamps. Pick them up same-day if ordered by 2PM. (Limit 10. See details below.)



Address Stamps

Just the facts! From self-linking to traditional rubber, return address stampers make quick work of one of the most tedious tasks.



Message Stamps

Be specific, in one spot. Make sure everyone knows what's what in high detail and high quality with custom message stamps.

3.) Select one of the Address Stamps and Click on the Blue “Customize” Button.



Products ▾ Services ▾

Search

Contact Us

0

OA

26 Orders Order By Item Shopping Lists Subscriptions Account: 56946808

Home / Print & Copy / Custom Stamps / Address Stamps

Filter By

☐ In-Stock For Delivery

☐ Availability

☐ For Store Pickup (42)☐ For Delivery (34)

☐ Featured Items

☐ Only At Office Depot (10)

☐ Rating

☐ ★★★★★ (7)☐ ★★★★★★ (13)☐ ★★★★★★ (8)☐ ★★★★★★ (2)☐ ★★★★★★ (2)

☐ Features

☐ Pre-Inked (32)☐ Self Inking (8)

Address Stamps 42 results

By Relevance 24 Per Page Grid List

☐ Compare



Item 666632

★★★★★ (17)

Custom 2000 PLUS® Self-Inking Stamp, P30, 11/16" x 1-13/16" Impression

☒ Sold Online☒ Sold In Stores

[GSA Schedule](#)

\$16³⁹ / each

Customize



Item 666224

★★★★★ (17)

Custom 2000 PLUS® Self-Inking Stamp, P60, 1-3/8" x 2-15/16" Impression

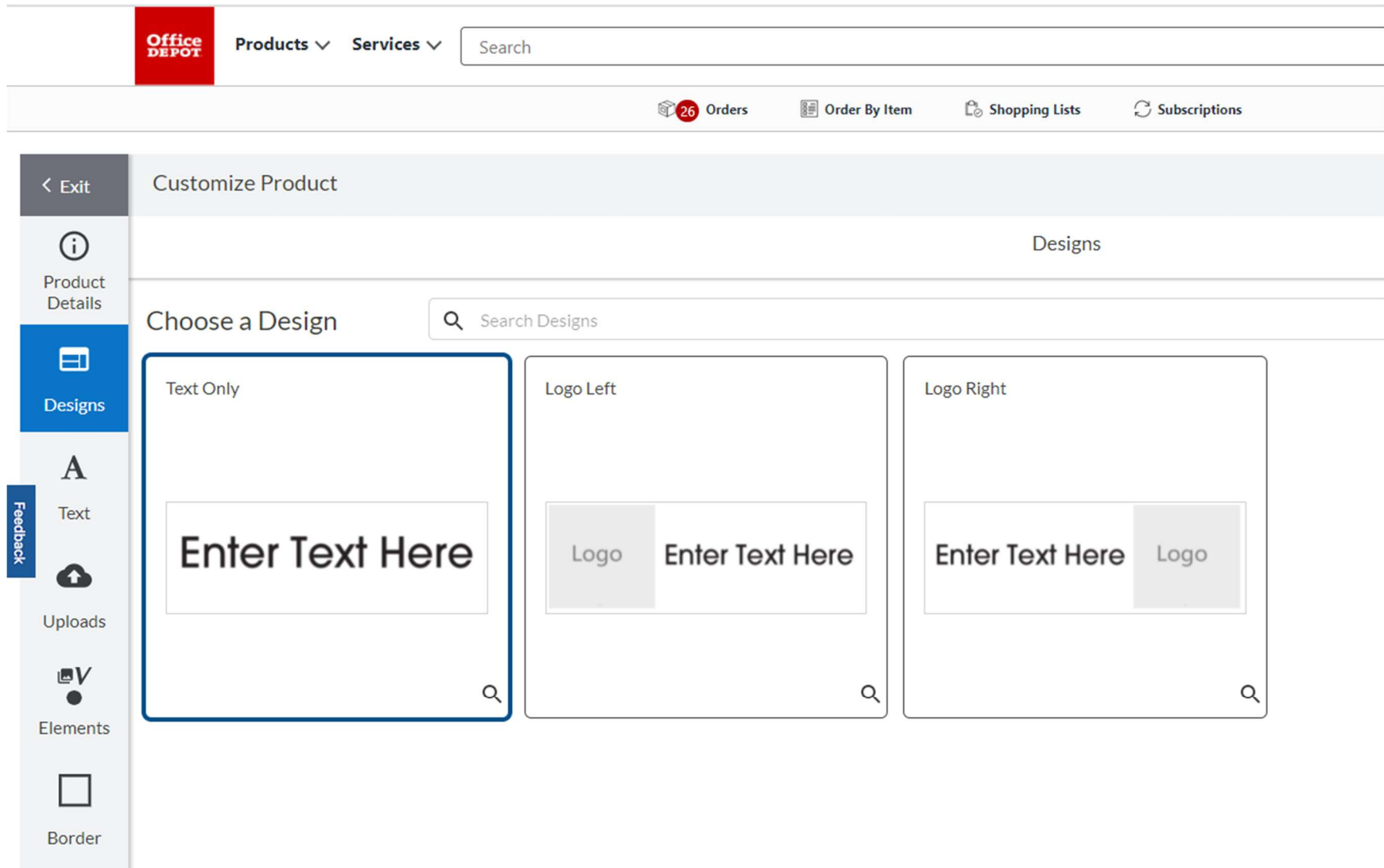
☒ Sold Online☒ Sold In Stores

[GSA Schedule](#)

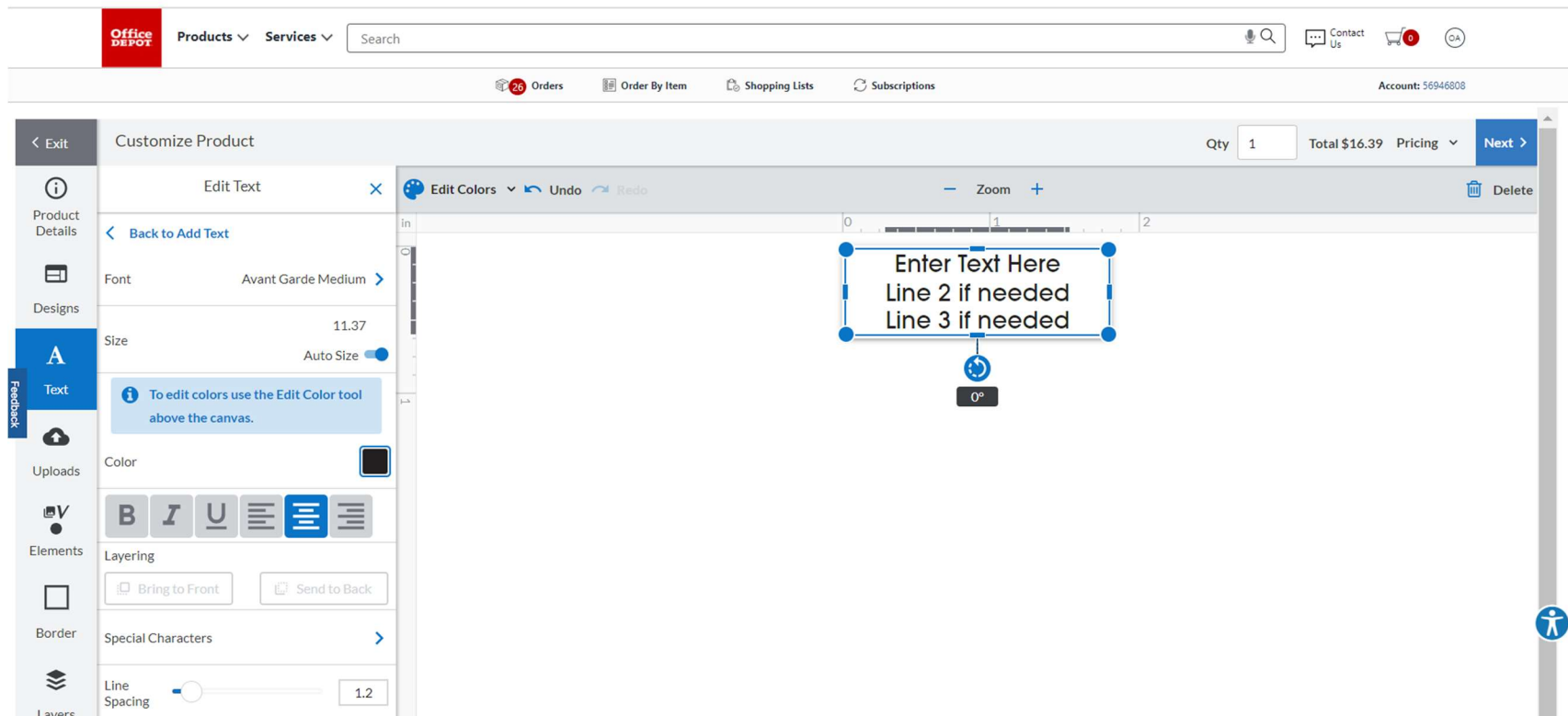
\$24⁰⁰ / each

Customize

4.) On the Customize Product screen below – Select “Enter Text Here” on the left.



5.) Enter your Address Information in the “Enter Text Here” field. If you hit “Enter” on your keyboard it will shrink the text and allow you to put in additional lines if required. You can configure the stamp with the options on the left. For example, you can change fonts and you can also change the color of the ink of the stamp. Note: if you change the color to RED the text on the example and proof will also show in red. To proceed, click on the Blue “Next Button” in the upper right corner.



6.) On this screen you can Change Quantities, Email the Proof, View PDF Proof but you are required to Check the box next to “I accept & approve my artwork.” Once that box is checked, you can then “Click” the Blue button “Next” underneath to proceed.

Office
DEPOT

Products ▾ Services ▾

Search

🔍

Contact Us

🛒 0

👤

📦 26 Orders

📄 Order By Item

🛒 Shopping Lists

🔄 Subscriptions

Account: 56946808

— Zoom +

Enter Text Here
Line 2 if needed
Line 3 if needed

Product Summary

✍ 2000 Plus® Self-Inking Printer 30 Stamp \$16.39
SKU: 666632

Quantity Total \$16.39

Qty	Price
1	\$16.39

Approval

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.

📧 Email Proof

📄 View PDF Proof

☒ I accept & approve my artwork.

Next

👤

7.) This screen simply provides you with the option of either copying this same stamp so that you can make a second stamp and quickly make changes or customize it to be different than the first option. This is a feature to save you time! If everything looks correct, Click on the Blue “Next” button. By doing so it will put this item in your Shopping Cart.

Office DEPOT

Products ▾ Services ▾

Search

 Contact Us

 0

 OA

 26 Orders

 Order By Item

 Shopping Lists

 Subscriptions

Account: 56946808

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	Price
Enter Text Here Line 2 if needed Line 3 if needed 2000 Plus® Self-Inking ... #666632  	 Copy With your customizations already in place, create the same product again  Start Fresh Starting from a blank slate, create the same product again	1	\$16.39

Subtotal \$16.39

Remove All Products

Next

8.) Once in your Shopping Cart you can checkout as normal by clicking the Blue “Checkout” button. Thank you!

Office DEPOT

Products ▾ Services ▾

Search

🔍

Contact Us

🛒 1 \$16.39

OA

📦 26 Orders

📄 Order By Item

📋 Shopping Lists

🔄 Subscriptions

Account: 56946808

Shopping Cart

Continue Shopping

🖨️

Comments

Save

Update

Empty

Add to List

Share Cart

Order Summary

Subtotal \$16.39

Estimated Tax \$0.00

Estimated Delivery **FREE**

Total (1 Item) \$16.39

Checkout

Need Stamps?



USPS® Four Flags FOREVER® Postage Stamps. Booklet Of 20

Add To Cart

More stamp options