



Brand Identity (Marketing)

- Business Card
- Appointment Cards
- Envelopes
- Brochures
- Magnets
- Rack Cards
- Feedback Cards

My Files (Administrative Forms)

- Health History Forms
- Sign In / Sign Out Sheets
- Payment Policy Copies
- Consent Forms
- History Questionnaire

My Files Quick Start Guide (Administrative Forms/Copies)

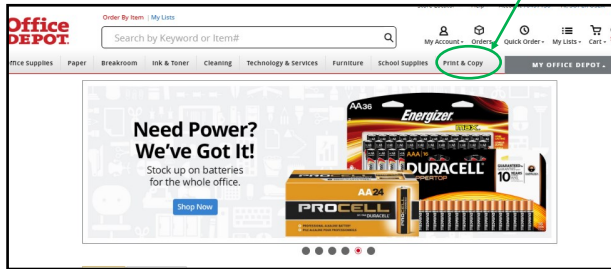


Access Office Depot Website in your browser

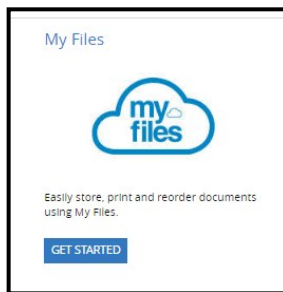
www.business.officedepot.com

LOGIN: with your username & password

You will now be presented with the Office Depot Website—Click on **"Print & Copy"**



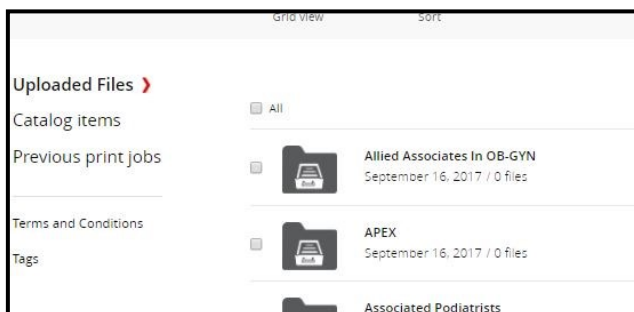
Click on **"My Files"**



FILE CABINETS

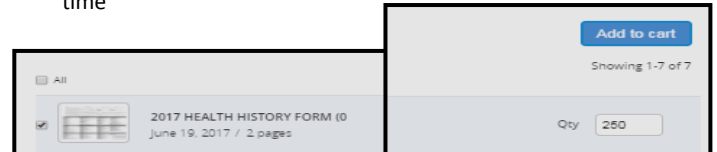
You are now presented with your "File Cabinets"
Each File Cabinet can contain multiple Print Items

- Double Click to enter a file cabinet
- To backup a File cabinet click on the **"Catalog Items"** Link

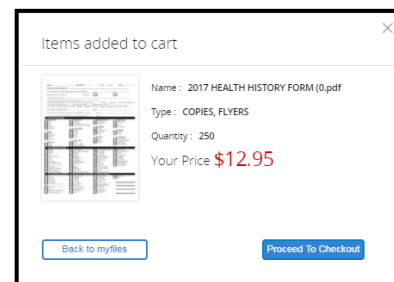


Once you enter a File Cabinet "Orderable Items" are presented.

- Select the item you wish to order
- Enter the Quantity
- Click **"Add to cart"**
- NOTE: you can Select Multiple Items at one time



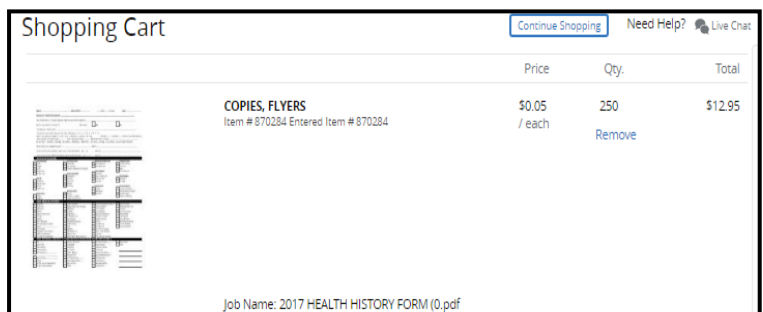
Click **"Proceed to Checkout"** or **"Back to My Files"** if you wish to continue shopping for additional items



CHECKING OUT

After "Proceed to Checkout" Selected
Checkout is the same process as Office Supplies

- Confirm Ship to location
- Confirm Cost Center / Billing Information



Order Questions:

855.302.8768

Email: CPD.CustomerOnlineSupport@OfficeDepot.com

Order Timeline & Delivery

4-6 Business Days After Internal Order Approval
Order Timeline is dependent on size of the order

Brand Identity Quick Start Guide (Marketing Materials)



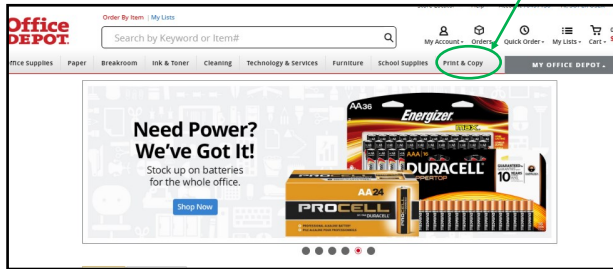
Access Office Depot Website in your browser

www.business.officedepot.com

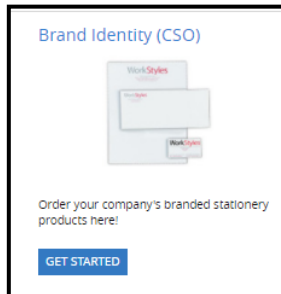
LOGIN: with your username & password



You will now be presented with the Office Depot Website—Click on **"Print & Copy"**



Click on **"Brand Identity"**



BRAND IDENTITY PANELS (CATALOGS)

You are now presented with your "Brand Identity Catalogs"

Each Catalog contains multiple Print Items

- Click on "Your Brand" to enter your catalog of items
- To backup a File cabinet click on the ["Catalog Items"](#) Link



Once you enter a Catalog "Orderable Items" are presented.

- Select the Quantity & Click "Create"



As you enter your information, your proof will auto-fill on the right. When complete entering information:

- Click "Add to Cart" if Complete
- Click "Order More" to Order More
- To view full size proof, Click "View Full Size Image"



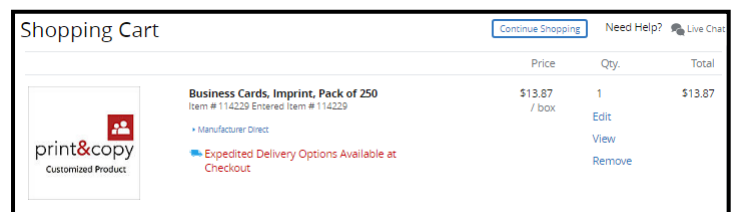
CHECKING OUT



After "Proceed to Checkout" Selected

Checkout is the same process as Office Supplies

- Confirm Ship to location
- Confirm Cost Center / Billing Information



Order Questions:

800-965-6270 Option 1

Email: biwestregion@odcallcenter.com

Order Timeline & Delivery

4-6 Business Days After Internal Order Approval
Order Timeline is dependent on size of the order