

NEW STORE OPENING PROCESS

WorkPlace Solutions/Office Depot will be sending out a NEW STORE KIT when your store first opens. All items within this kit are available to the store manager at any time for individual order to replace or purchase new/additional items.

Simply click on NEW SHOPPING LISTS and go to the category you are needing. Or, feel free to review the New Store Kits list on the website.

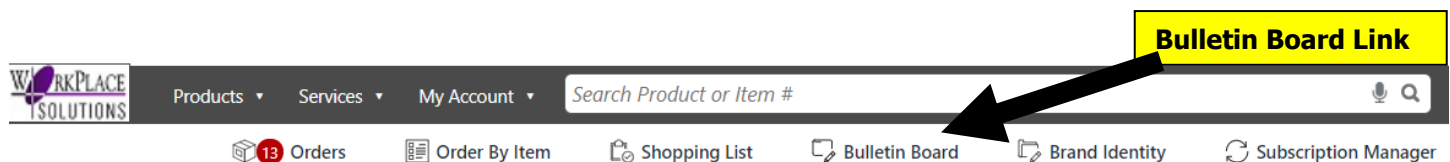
Shopping Lists

Change View State : [View All Lists](#)

Select Default	Name ↕	Comments ↕	Type ↕	Reminders ↕	Updated ↕
	16K SQFT OR LESS		Company Wide	None	2018-09-10
	16K SQFT OR MORE		Company Wide	None	2018-09-10

After the New Store Kit order is placed, WorkPlace Solutions will confirm the orders to the store manager. Continued support of this large order will continue until completed. Please feel free to reach out to WPS Customer Service at any time with questions.

Additionally, there are about 20 items that are needed by the new store. Those items are not stocked within the Office Depot warehouses and a special order will be placed to get those. To see those items, please go to the Bulletin Board on the website and click on NEW STORE OPENING ORDER FORM or click on WORKPLACE SOLUTIONS logo, then Bulletin Board.



Bulletin Board & Messages

Edit

For faster shopping, please use the My Shopping Lists link at the top of the page.

Click [here](#) for WELCOME PACKET

Click [here](#) for NEW STORE OPENING ORDER FORM

Note: Items found on the NEW STORE OPENING ORDER FORM document can also be ordered/replaced at any time. Simply download the document, fill out the needed/desired item, scan and email to WPS Customer Service. WPS will place the order for you and confirm eta and order # upon placement.