

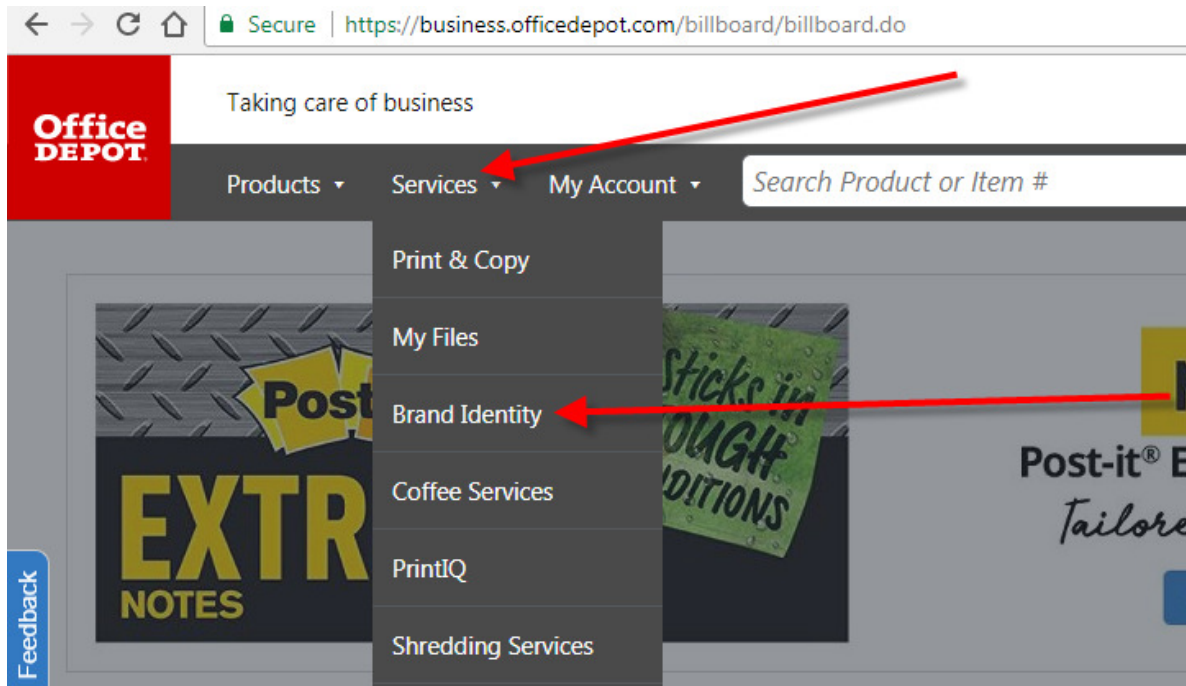
Office DEPOT® OfficeMax®

New Business Card Program

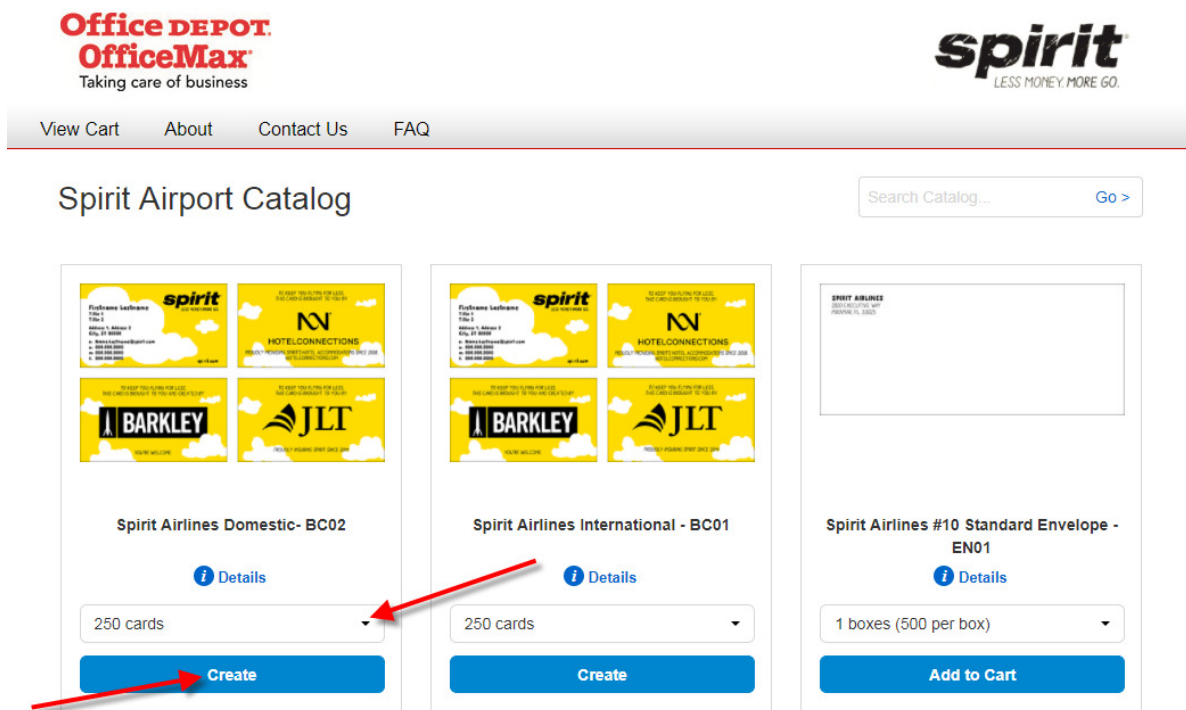
Web address: <https://business.officedepot.com>

Username/Password: Use your current credentials

- Once you have entered the Office Depot website, you will select “**Services**” in the menu bar
- In the dropdown list select “**Brand Identity**”



- Choose the Quantity
- Click create



- Enter your information, the template located to the right will instantly populate your entered information to confirm accuracy
- Once ready, select your location and click **“Add to Cart”**
- **Please note that your card will print exactly the way it is personalized**

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

Add Your Customization

Name
Test Order

Title 1
Test Title

Title 2
Second Line If Needed

Location
 Pick One
 Pick One
 ACY
 ATL
 BDL
 BOS
 BWI
 CAK
 CLE
 CMH
 CRW
 DEN
 DFW
 DFW Training
 DTW
 EWR
 FLL
 FLL Training
 FLL Warehouse
 HDQ / Support Center
 IAG

Product Preview: Zoom Level: 175% [View Full Size Image](#)

Secure | <https://biofficedepot.orders.com/Personalize>

[Email Preview](#)

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

[Cancel](#)
[Order More](#)
[Add To Cart](#)

- Please note that you will still be responsible to meet the minimum order threshold of \$50.00 before being able to complete your order
- Once ready, please check out to complete the order process like for all other supplies.

The screenshot shows the Office Depot website interface. At the top, there's a navigation bar with the Office Depot logo, a search bar, and links for 'Products', 'Services', 'My Account', 'Contact Us', and 'Logout'. A shopping cart icon in the top right shows 1 item for \$27.99. Below the navigation bar, a yellow 'Please Note' banner states: '\$22.01 remaining to meet SPIRIT-FLIGHT OPS/INFLIGHT's recommended order minimum of \$50.00.' The main content area is titled 'Shopping Cart' and includes a 'Continue Shopping' button. A table lists the cart items:

	Price	Qty.	Total
 SpiritFlySponsorMultiBkBCIMPRT, Imprint, Pack of 250 Item # 241661 Entered Item # 241661 Manufacturer Direct Expedited Delivery Options Available at Checkout	\$27.99 / box	1 Edit View Remove	\$27.99

To the right of the table is an 'Order summary' box showing a Subtotal of \$27.99, a link to 'Estimate Shipping & Taxes', and a Total of \$27.99 for 1 item. A red arrow points from the 'Remove' link in the table to a blue 'Checkout' button at the bottom of the summary box.

- Standard Lead Time is 5 business days from order approval
- Orders cannot be changed once released
- For questions on your order, please contact Brand Identity Customer Service:
 - o 800.965.6270 Option 1, then 1
 - o bieastregion@odcallcenter.com
- Internal questions contact purchasinggeneral@spirit.com