

Introducing 5-Gallon Water Delivery Service

You pick the delivery frequency.
We take care of the rest!

Bottled water

DSW Regional Brand - Purified
5 GALLON.....\$5.25

Monthly Cooler Rental
Standard and bottom loading.....\$6.00

Refundable Bottle Deposit
5 GALLON.....\$7.00

******Add on******
Cup Dispenser.....\$12.50

Prices valid thru 12/31/2020
Dispensers vary by region.



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

business.officedepot.com | (800) 826-3350 | water.service@officedepot.com

5-Gallon Water Delivery Service FAQ'S

Q: How do I place my order?

- Complete a declining balance purchase order.
- Please see Runway link located on the home page for instructions.
- Be sure to use "Water Service" fulfillment address.

Q: Who will be setting up the Water Service Subscription?

- The Office Depot Services Team in partnership with Crystal Springs will coordinate setup once the declining balance purchase order has been submitted.
- Estimated timeline is 10 business days from date of submission.

Q: How will I be invoiced?

Invoicing by subscription (recurring order) will be implemented after the first delivery is confirmed.

Q: What are my options for the program?

Options available are on the Order Form:

- Frequency: every 2 weeks or every 4 weeks
- Choose number of bottles to be delivered
- Quantity of Water Cooler rentals

Q: What if I need to make changes to my subscription?

Email: Water.Service@officedepot.com.

Q: What happens if a water cooler dispenser breaks down?

Email the Water.Service@officedepot.com. We will submit a request to send out a tech within 3 business days.

Q: What is the fee for bottle deposits and dispenser rental?

- Initial Empty Bottle Deposit Fee of \$7.00
(will be adjusted or credited if quantity of bottles ordered is changed)
- Ex: Invoiced Qty 5, 5-gal bottle delivered = \$35.00 added to 1st invoice
- Monthly Water Cooler Dispenser Rental Fee \$6.00

Q: Will I receive a confirmation email?

A welcome packet email will be sent to all new customers. Packet will include:

- Welcome email
- Contact info for Water Services
- Form for program changes