

Introducing Water Delivery Service

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

Bottled water

DSW Regional Brand - Purified

3 Gallon.....\$6.00

5 Gallon.....\$5.75

DSW Regional Brand - Spring

5 Gallon.....\$7.00

Cooler Rental Per Month

Standard.....\$6.00

Premium Bottom load.....\$7.00

Bottle Deposit

5 and 3 Gallon.....\$7.00

ADD ON

Cases of Regional Brand

24pk/.5L Case.....\$9.00



Dispensers vary by region.

Prices valid through 12/31/2022



CLICK the link below to ORDER!

<https://app.smartsheet.com/b/form/e048c3429ba541a59622a26ded179072>

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

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

Water Delivery Service

FAQs

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

- The Office Depot Services Team will coordinate setup once all paper work 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. Product is billed in arrears for each invoice. (Example: Feb deliveries show up on March invoice.)

The form of billing follows the account set up. This program is preferred for non EDI customer.

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
- Type of Water: Spring or Purified
- Quantity and Type of Water Cooler rentals
- Add on: Cases of bottled water may be added to the 3-5 gallon water delivery

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

Email: **Water.Service@officedepot.com**. Include Name, Number, Address and request

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 2-3 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

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