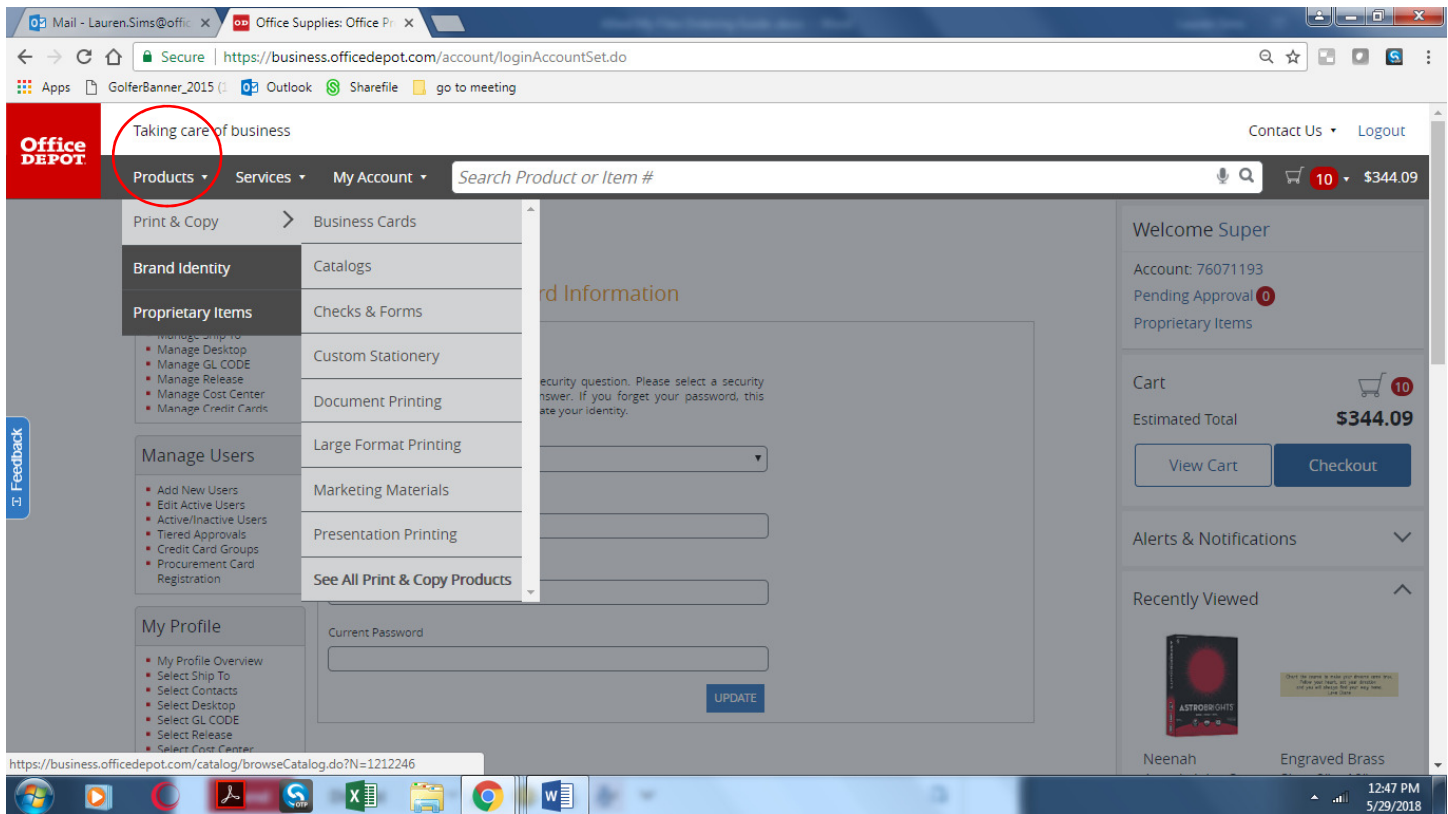


Office DEPOT® OfficeMax®

Online print catalog instruction guide for Allied

Log into Office Depot as normal

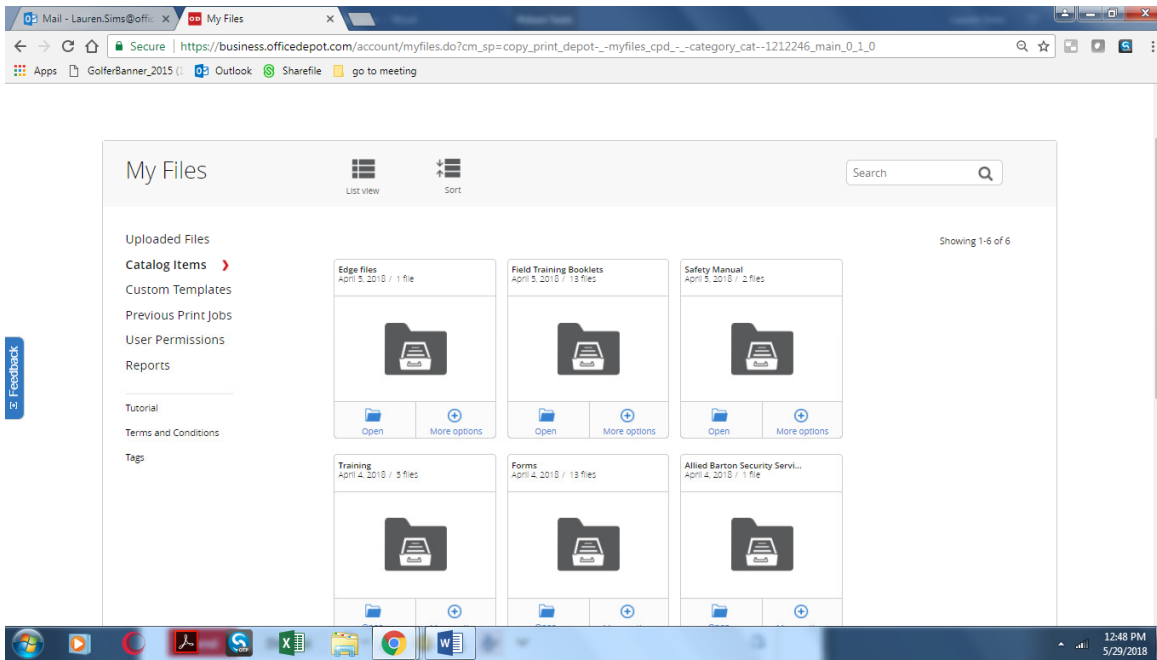
- Once you have gotten to the Office Depot website, select “**Products**” in the menu bar- and choose print & copy and then choose “see all print & copy products”



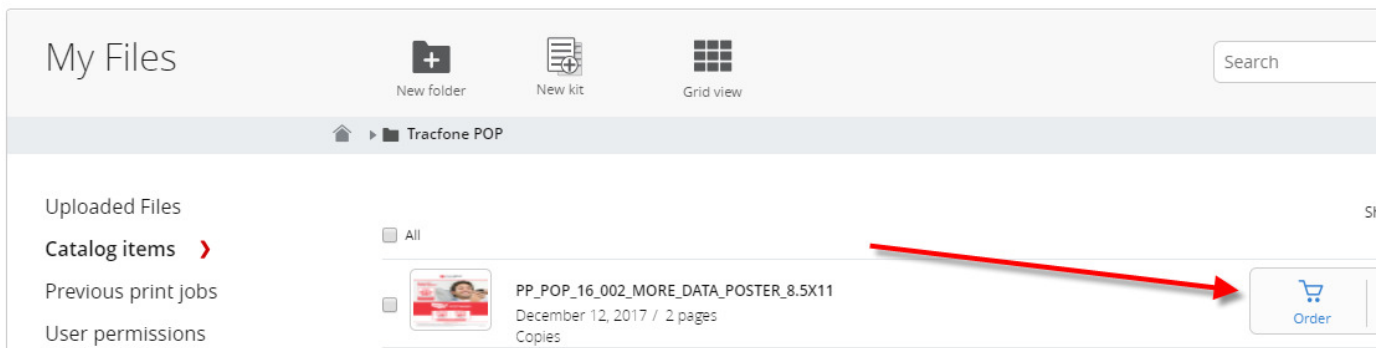
- Click on “**MyFiles**”



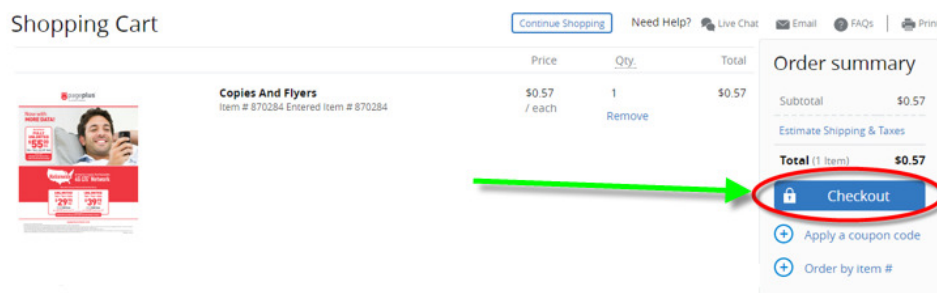
- Select “Catalog Items”



- Double click the appropriate folder to locate the documents needed
- Select the “**Folder or Print File**” corresponding to your order and click “**Order**”
- Enter your quantity and click “**Add to Cart**”



- At this point, you can **continue** to add items (if applicable) to your cart by clicking on “**Back to My Files**” repeat the prior steps
- If you are ready to complete the order, click “**Proceed to Checkout**”
- Once you proceed to checkout; you will follow the same process to complete your order



Please note that if there is a document missing from the folders, please contact your manager or purchasing to ensure it is still a valid item. Office Depot will add it back if needed within 24 hours of being notified- please contact Lauren Sims at: lauren.sims@officedepot.com