

KAWNEER BRAND IDENTITY

ON LINE ORDERING PROCESS FOR BUSINESS CARDS, LETTERHEAD AND ENVELOPES

Instructions and Link for Navigating to the Kawneer Branded Stationary on the Office Depot Website:

<https://business.officedepot.com>

- Sign In to the Office Depot Site using your normal Office Depot User Name and Password
- Select the **Copy and Print** Tab on the upper left hand side of the page.
- On the Copy and Print Page, select the **GET STARTED BUTTON** under the Brand Identity (CSO) diagram. This will take you to the Kawneer Branded Products Template Page.



COMPLETING THE TEMPLATE:

- Click **"Create "** on the brand identity item needed
- Add your customization to the your cards, letterhead or envelopes
- Allow the system to update the proof the proof will appear to the right of the screen
- **Review Proof**
- **Select the Quantity needed at the top of the screen (drop down)**
- **Add to Cart**
- If you need to order additional items click on Continue Shopping to add additional items to the cart
- Click on Checkout
- Review your Order Information
- Payment information: All orders are set up for account billing and will default to your normal Kawneer Blanket Order, identical to your normal Office Depot ordering process for all other office suppliers.
- Click Place Order
- Estimated delivery time will be 3- 5 days

