



Standards Binder

Office DEPOT. OfficeMax®



Office DEPOT. OfficeMax

October 2017

Welcome to another great year with Office Depot. We are excited to once again be one of your contracted stockless suppliers of office products. The University has secured special discounted pricing for all products offered by Office Depot. The objectives of this service are to save time and money in ordering supplies, provide convenient service with user-friendly procedures, reduce overbuying, and improve record keeping.

Please be aware of these specific guidelines when ordering furniture or equipment:

- **All furniture requests must meet the University Standards Policy. Please check with Patsy Charlesworth prior to placement of any furniture orders. Kao Saechao, our Office Depot Account Manager, and Adam Neumeister, our Office Depot Furniture & Consultant Manager with Workspace Interiors OD, will assist with questions, special needs, or projects.**
- **A Standard Furniture Manual link will be coming soon to your Office Depot bulletin board. A separate link will be available for those without login access.**
- **Review UIS Approval process regarding technology or informational service purchases, prior to placement of order.**

This program is not to be used for personal purchases since Pacific University is a non-profit institution and this would be considered a taxable benefit to the employee.

The Intalere program with Office Depot provides significant savings on most products and a tiered discount of 1% for orders over \$150, and 2% for orders over \$250.

Our goal is to make this a service that is beneficial to you and the University. If you have questions, need assistance, or have suggestions that would improve the program, please contact Purchasing at x2265 or via email at purchasing@pacificu.edu.

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OFFICE DEPOT SERVICE TEAM

The following individuals are responsible for the service program for Pacific University. Please call any member of our customer service team for assistance.

ACCOUNT DETAILS

- Office Depot Account: 89507765
- CUSTOMER SERVICE: 1-800-816-5222
- ONLINE WEB SUPPORT: 1-800-269-6888

ACCOUNT MANAGER

- **Kao Saechao**
 - PHONE: 503-974-1654
 - E-MAIL: kao.saechao@officedepot.com

FURNITURE & CONSULTANT MANAGER, WORKSPACE INTERIORS OD

- **Adam Neumeister**
 - PHONE: 503-535-9730
 - E-MAIL: adam.neumeister@workspaceinteriorsod.com

PROJECT COORDINATOR, WORKSPACE INTERIORS OD

- **Lana Scott**
 - PHONE: 503-227-9727 ext. 3524
 - E-MAIL: lane.scott@workspaceinteriorsod.com

PRINT & PROMOTIONAL

- **Jennifer High**
 - PHONE: 253.732.6930
 - E-MAIL: jennifer.high@officedepot.com

ASSEMBLIES EXPRESS

- **Becky**
 - PHONE: 503-669-9172

PACIFIC UNIVERSITY CONTACT

- **Patsy Charlesworth**
 - PHONE: 503-352-2265
 - E-MAIL: purchasing@pacificu.edu

ORDERING OPTIONS

CUSTOMER SERVICE

In addition to your primary account manager, our entire customer service staff are available to answer questions and take orders between 8:00 am - 5:00 pm Monday through Friday. Orders placed by 3:00 pm will be delivered on the next scheduled business day. **Special Non-Code orders have separate procedures and timelines for delivery and are to be directed to Kao Saechao, Account Manager.**

ACCOUNT MANAGER

Kao Saechao, Account Manager, is available to research special items, meet with specific end contacts to provide solutions, expedite orders, answer questions, and suggest alternative products which offer enhancements or cost savings to Pacific University. Kao also acts as a guide to maintaining furniture standards established per the University's contract with Office Depot and reducing **READY TO ASSEMBLE** furniture. **Adam Neumeister, Furniture & Consultant Manager, with Workspace Interiors OD**, will assist Kao, with **Non-Code** furniture orders.

ONLINE ORDERING

Departmental representatives place orders online from their desktops, check the status of their orders, create a customized order list, and maintain a departmental history of purchases. Contact purchasing @ x2265 or send email requests to purchasing@pacificu.edu to get your department connected to the Office Depot web site.

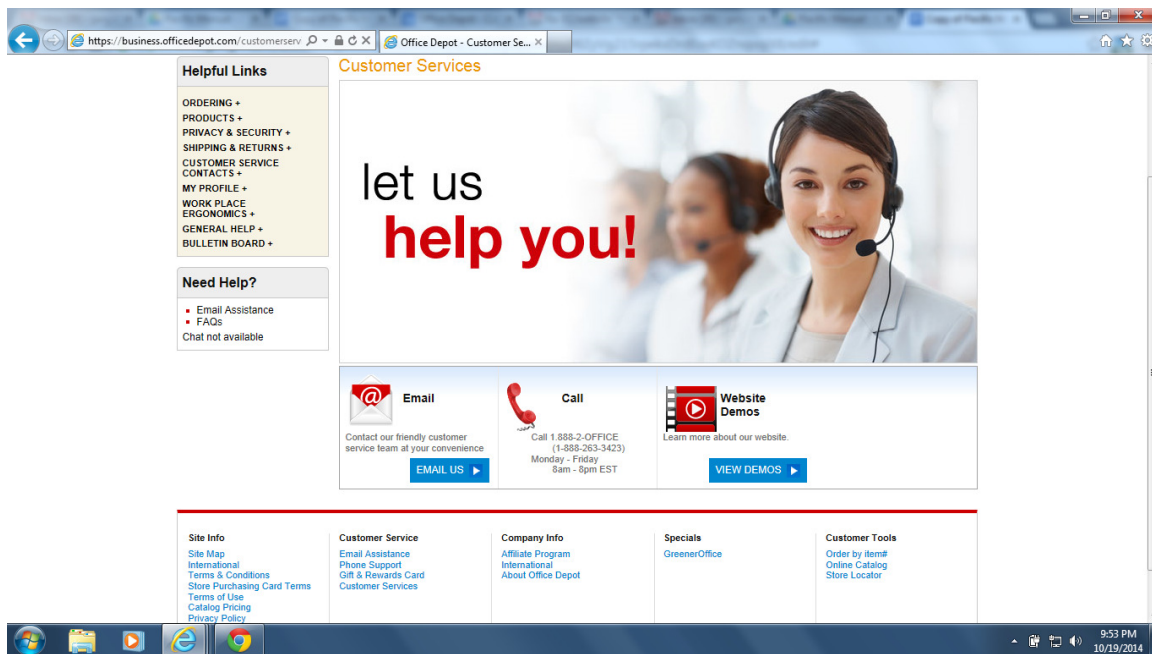
Purchasing:

- Approves and monitors **ALL** furniture orders and invoices
- Creates and monitors online department access to Office Depot per single GL acct# tied to delivery site.
- **UNLOCKS ACCOUNTS:** 3 incorrect tries disables access.
- Deals with specific receiving/delivery snags

ORDER PLACEMENT

ONLINE ORDERING

- <https://business.officedepot.com>
- By placing orders from your computer you will have the same abilities as Office Depot customer service personnel. The main advantages are knowing if items are in stock, immediate ability to pick an alternate item (including a greener alternative), tracking delivery status, generating a custom shopping list, and tracking your departmental order history.
- Browse per specific need
 - SKU #
 - Type of item
 - Alternative search
- To view Website Demos login, scroll to bottom of page, and click on “Customer Services”.



BACKORDERS

- In most cases you will have the option to back order items not in stock. These will be filled as quickly as possible. Check with your account manager for special needs.

DELIVERY & PAPERWORK

It is very important to us at Office Depot that every order delivered to you is accurate, easy to verify and on time.

- For sustainability, a contracted driver will deliver your office supply order, on a Monday, Wednesday, Friday schedule, to your designated site. Some small orders less than 39 lbs. may be shipped via UPS or Fed-EX without any delay in service or freight charges.

LABELING

- A computer-generated label (sample below) will appear on each carton or package showing all your pertinent information. Note that the label marked Shipping Document Enclosed contains your Invoice Order Summary.

SAMPLE OF LABEL

FROM OFFICE DEPOT 1-800-GO-DEPOT 6805 SOUTH 217TH STREET KENT WA 98032	SHIP MARSH HALL-BUS OFFICE B182 2043 COLLEGE WAY C-11 1ST FLR S END RM 119 FOREST GROVE OR 97116 1756 SHP#:00036	
Route: 0117 Stop: 000 Door: 023 CSQ :0001 TIXHI:008X005 LOC :FC0132 SKU :0793023 QTY :0001 FULL CASE CASE UM : DESC: PAPER, 30 RECY, 8.5X11	Wave: 02 CUST: 89507765 UNIV: 1-962-07030 RUSE: REQS: NANCY DESK: SPCL: NANCY CONNOLLY INW#: 792031576-001 UPC: 0-79302-3 VIN: 999916 B.C.#: 197233-001 09/24/14 BATCH: 06673 003 OF 003 CTN-ID: 28938601 05:08 PM	

All deliveries larger than one hand cart for the main campus at 2043 College Way will be delivered to Shipping & Receiving at 2352 Sunset Drive and will be delivered on campus by Facilities. Offices off of the main campus will experience no change in service.

PALM PILOT SIGNATURE

- Employees are asked to sign the driver's palm pilot for piece count (# of packages/cartons received) versus items ordered. This will reduce consumption of paper resources and provide an electronic signature backup file that will be rolled into customers' internet orders and receipt summaries.

INVOICE ORDER SUMMARY

- A detailed invoice order summary will be placed in the box labeled **shipping document enclosed** or handed to you by the driver if the order contains pre-boxed items only such as copy paper, toners, etc.
- If order summary is not available you may secure a copy online by:
 - Order tracking
 - Click desired order
 - Copy and approve for payment

BILL MANAGEMENT

- From the "Online Reporting" Tab click on "[Go to Online Reporting](#)"
- Click on "[Bill Management](#)"
- In the Search By Box select Invoices, enter desired invoice number and select go, click on the invoice number and then choose PDF or E-mail to get copy

The screenshot shows a web browser window with the URL business.officedepot.com/account/acco. The page layout includes a left sidebar with navigation links and a main content area. The sidebar contains sections for 'My Profile', 'Online Reporting', and 'Need Help?'. The 'Online Reporting' section has a link for 'Go to Online Reporting' which is circled in red. A red arrow points from this link towards the 'My Shopping Lists' section. The 'My Shopping Lists' section includes a description of shopping lists, a 'Select an existing list' dropdown menu with 'monica' selected, a 'VIEW LIST' button, and a 'Create a new list' form with fields for 'List Name', 'Comment', and 'Type' (radio buttons for 'Company-Wide' and 'Personal List'), and a 'CREATE LIST' button. The footer of the page contains links for 'Site Info', 'Customer Service', 'Company Info', 'Specials', and 'Customer Tools'.

Office DEPOT Max Bill Management

Customers

Search

Search By: Invoices 732031576001 Go

☐ Show All Sites
☒ Exclude Contact Information
☐ Show All Customers
 TIP Used only when coming into the page
[Show Search Instructions](#)

Transaction Number	Customer Name	Billing ID	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Detail
732031576001	PACIFIC UNIV	339283	All Organizations	All Locations				Account Detail
732031576001	PACIFIC UNIV	339283	OU_US	2043 COLLEGE WAY, FOREST GROVE, WASHINGTON, OR, 971161797, United States	Bill To, Ship To			Account Detail

TIP You can view an account only if the Address is 'All Locations' or the Address Type includes 'Bill To'.

Privacy Statement Contact Us Logout Home Logout Copyright (c) 2008, Oracle. All rights reserved.

PACIFIC UNIV-339283-BILL TO-3094319

Account Requests

732031576001

POD PDF Copy Activities Pay Email/Fax Copy

ce Information

Address: C UNIV, COLLEGE WAY, FOREST GROVE, OR 971161797
 Ship To Address: MARSH HALL-BUS OFFICE B18272, 2043 COLLEGE WAY, C-11 1ST FLR-S END RM 119, FOREST GROVE, OR 971161756 USA
 To Address: 70049, geles, CA 90074-0049

Please include the invoice number on all remittances and include remittance copy with postal payments.

Invoice	
732031576001	
Billing Date	Ship Date
25-Sep-2014	25-Sep-2014
Purchase Order	
1-962-07030	
Sales Order	
732031576001	
Shipping Reference	Ship Via
0	3DX
Account Number	Customer Location
89507765-00001-A0	BILL TO
Billing ID	SPC (Store/Date/Reg/Trans)
339283	
Attachments	
None	

Due Date	Salesperson	Customer Contact	Customer Phone	Customer Fax
26-Oct-2014	Murdza, Gary R			

Item	Catalog Item Num	Description	Quantity Shipped	Unit Price	Extended Amount
793023		PAPER,30%RECY,8.5X11	3	33.48	100.4
793023		Tiered Discount	3	-0.33	-1.0
793023		PAPER,30%RECY,8.5X11	1	33.48	33.4

If order is not placed online you will not be able to secure it. Please request invoice from Purchasing at purchasing@pacificu.edu.



*** INVOICE ***

Remit to: Page 1 of 2
OFFICE DEPOT
P O BOX 70025
LOS ANGELES, CA 90074-0025

Order Number 732031576-001

Order Summary

Shipping Address
00036
MARSH HALL-BUS OFFICE B18272
2043 COLLEGE WAY
C-11 1ST FLR-S END RM 119
FOREST GROVE OR 97116-1756

Billing Address
00001
PACIFIC UNIV
2043 COLLEGE WAY
FOREST GROVE OR 97116-1797

Customer Information
Customer#: 89507765
Contact: NANCY CONNOLLY
Phone#: 503-352-2177

PACIFIC UNIVERSITY

SEP 25 2014

Business Office

Carton Counts
Repack / Split Case 1
Full Case 4
Bulk 0
Total 5

Additional Information
UNIV 1-962-07030
REQS NANCY NO \$\$\$ LIMIT
Route/Stop/Door: 0117/000/023
Order Date: 24-Sep-2014
Delivery Date: 25-Sep-2014

Item Details

Line	Quantity			Item Number Migr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	3	3	0	793023 999916	PAPER,30%RECY,8.5X11 ✓	CASE	33.480	100.44	28938401 28938501 28938601
2	1	1	0	793023 999916	PAPER,30%RECY,8.5X11 ✓	CASE	33.480	33.48	28938701
3	2	2	0	519341 65115 519-341	FLDR,CLASS,LTR,2/5,2DIV,BE ✓ Alecia	EACH	11.690	23.38	28926001
4	5	5	0	840215 554035EA 840-215	PAPER,ADD,2.25X150,WHITE ✓	EACH	0.990	4.95	28926001
5	2	2	0	315515 153L 315-515	FOLDER,LTR,1/3CUT,100BX,MANILA ✓ <i>only 1 box 9/29/14 Ellen</i>	BOX	4.240	8.48	28926001 <i>rec'd 9/30</i>
6	1	1	0	322795 653-AST MMM653AST	NOTES,POST-IT,1.5X2,12PK,ASST ✓	PACK	7.990	7.99	28926001
7	1	1	0	329019 26704 RTG26704	PADS,SELF-STICK NOTES,AST ✓	PACK	7.510	7.51	28926001

Thank you for your order. If you have any questions about your order please call us toll free at (888) 263-3423.

Office Depot offers a line of janitorial and sanitation products to keep your office clean and functional. For more information, contact your Customer Service Team or your Account Manager.

PLEASE NOTE: Your orders will arrive in separate shipments. Your orders can be tracked via the Office Depot website.
732031765-001 2014-09-16
732031766-001 2014-09-16

Merchandise Total	186.23
Delivery Charge	0.00
Subtotal	186.23
Discount	1.86
Sales Tax(Exempt)	0.00
Order Total	184.37

Balance Due	0.00
Terms: Acct Bill	

RETURNS / CREDITS

RETURNS

DO NOT refuse delivery of product(s) ordered but work through the return process so that internal invoicing will remain intact and credit(s) issued. Refusing a delivery creates a voided invoice and prolongs the credit procedure. Contact Purchasing or email purchasing@pacificu.edu, if needed, to assist with problems.

ONLINE CREDIT

- Online users may now return items by clicking on **“ORDER TRACKING”** followed by clicking on the specific order number. Then click on **“BEGIN RETURN”** just left of **“Add to List”** button of this retrieved order and complete the required information.
- Please have your return item(s) ready for pick-up the next scheduled business day.
 - Unless you have a scheduled order delivery, Office Depot will pick up the return within 3-4 working days.
- The Office Depot driver will deliver a credit invoice when products are retrieved, you can also find the credit invoice on the order site under order history.
- When returning small orders, you may receive an automated system directed message saying you will receive credit for the item(s) and please accept the item(s) on Office Depot's behalf. The item(s) are to be donated to Pacific's surplus supply area for reuse. The location is evolving, currently, it is located in Scott Hall in the hallway behind the Center for Civic Engagement's Office. If you do not receive an automated donation approved messaged, the item will be retrieved by Office Depot.
- Office Depot will accept most return requests and/or exchange of merchandise within 30 days.
- Any return requests past 30 days should be directed to Kao Saechao, our Account Manager.

INVOICE PROCESSING

- Invoices must be submitted to Accounts Payable on an **ASAP** basis to ensure payment is made in a timely manner. If an invoice has a credit attached please process together for completion as you would with any invoice. **DO NOT HOLD!**
- The University is eligible for an additional 1% discount on our Intalere contract, if invoices are paid earlier than the monthly due date. Your help is instrumental in increasing Pacific's rebate when invoices are submitted in a timely manner.
- Invoice Order Summary
 - Review quantity portion for order status
- Invoices attached to Purchase Orders or Special Furniture Orders should be directed to Purchasing to be processed against the existing Purchase Order/quote.
- **Non-Code invoices**; purchasing will forward invoice(s) to departmental budgeting authority for approval to process.
- To process payment the invoice or online order detail invoice must contain:
 - Departmental GL account number
 - Budget authorized signature
 - Date

INVOICE PROBLEMS

Contact Purchasing at purchasing@pacificu.edu if you experience problems.

These might include:

- Securing a missing invoice
- Credit resolution
- Specific receiving/delivery snags
- Duplicate charge

PACIFIC UNIVERSITY **PRE-APPROVED** FURNITURE STANDARD CONFIGURATIONS

There are three sources of information for furniture purchasing:

- Office Depot Departmental Manual – Available online on Bulletin Board
- Staff, Faculty, Director, Vice President and Furniture Standards; full featured office arrangements
 - Coming soon - **Standard Furniture Manual** link on your Office Depot bulletin board. A separate link will be available for those without login access.
- Pick and choose product as needed
 - Seating, Accessories, Fabrics
 - Requires formal quote and authorized departmental signature
 - Non-Returnable
 - Contact **Adam Neumeister 503-535-9730** or **adam.neumeister@officedepot.com** for quote and assistance.

OFFICE DEPOT FURNITURE SERVICES

Office Depot supplies furniture to Pacific University via two methods. Products can come from our catalog/website (**Coded Products**) or can be special ordered directly from one of our 300 plus vendors (**Non-Coded Products**).

Coded Products can be found in our catalog or website. Usually these products can arrive very quickly and will be delivered directly to the University. In most cases there will be little to no delivery charge. Assembly and Installation are not part of the coded process and we typically refer these services to **Assemblies Express**, who can perform minor installations at a very affordable cost. **Coded Products** are usually called out with a six (6) digit number that reflects our SKU (Stock Keeping Unit) for the item. For assistance with **Coded Product** orders, please contact **Kao Saechao**, our **Account Manager**.

Non-Coded Products reflect items that are not in our catalog/website and are products that have such a broad offering that extra assistance is required for their purchase. Many **Non-Coded Products** have been selected as University approved standards. A **Standard Furniture Manual** link will be coming soon to your Office Depot bulletin board. Many other options, as well as unique or special solutions, are available for purchase based upon University approval. For **Non-Coded Product** orders, contact **Adam Neumeister, Furniture & Consultant Manager**, to help you choose the right products for your need and help coordinate product order, delivery, and install. Note that these items will usually be delivered to an authorized Office Depot Installation company, which may represent an additional cost outside of the cost for products.

Contracts, Delivery, and Installation: Office Depot has several contracts that we use in conjunction with University furniture purchases. Often these contracts include delivery and installation at no additional cost to the University. This typically pertains to **Non-Coded Product** orders but is a tremendous value to the University.

Lead-Times: **Coded** or Catalog lead-times are usually very quick. Often these products will arrive within a couple of days. Note that some items on our website come from wholesalers or are shipped from 'in stock' programs and have much longer lead times. These are usually denoted on the webpage near the price.

Non-Coded or Factory Direct orders often have a longer lead time. These can be up to 3-5 weeks. This is offset by the breadth of line and usually superior pricing. Contact **Adam Neumeister** to help you navigate your specific needs.

OFFICE FURNITURE

All office furniture requests need to meet the University's quality standards. Please ***do not order READY TO ASSEMBLE FURNITURE*** without specific approval from Purchasing and direct all purchases through Adam Neumeister.

FURNITURE SUPPORT

- **Adam Neumeister, Furniture & Consultant Manager**, will be available to assist in meeting your furniture needs and requirements. He will return your email, usually within 48 hours, to schedule a consultation after reviewing your needs. Copy **Kao Saechao** on emails, as he can assist Adam with furniture orders. Adam @ adam.neumeister@officedepot.com Kao @ kao.saechao@officedepot.com
- Pacific University and Office Depot will provide suggestions for furniture that meets the quality standards of the University.

PURCHASE PROPOSAL

- Once your departmental need(s) are known, a formalized proposal will be presented from Office Depot via email to you for your approval prior to order placement. This will require a departmental:
 - Authorized signature
 - Account number
- Purchasing will also receive the original fax proposal for review and to assist with **Non-Code Product** orders.
- Assembly assistance: **Assemblies Express 503-669-9172 (Becky)**
- Office Depot provides free delivery (not assembly) in almost all situations. Design projects may require additional installation costs and will be noted on the proposal forms.
 - 3-4 days required to schedule installation once product(s) arrive at Office Depot.
 - **3-5 weeks is standard for special orders & items not in stock**
- Quotation
 - Submitted purchase quote-Sample p. 17
 - Accepted purchase quote-Sample p. 18

UNAUTHORIZED PURCHASE

- Furniture ordered without **University Authorized Approval** will be subject to immediate return and loss of purchasing access, be it contracted supplies or Visa usage.

Office DEPOT

Quotation

Page 1 of 2

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Proj No.
295997	7/28/2010	PEND DANICE SHULUND	507765	VRGA, PETE - SLC (FURN)	

QUOTE TO: PACIFIC UNIV
89507765
2043 COLLEGE WAY
FOREST GROVE, OR 97116-1797

SHIP TO: PACIFIC UNIV
191606002
2043 COLLEGE WAY
FOREST GROVE, OR 97116-1797

P: 1.000.000.0000

P: 1.503.352.2103

Terms NET 30 DAYS

Sales Loc.: SALT LAKE CITY, UTAH - 1350

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	1.00	VF6630DS.CCH Ventnor Series, Desk Shell 66W x 30D x 29-1/2H Finish: Cordovan Wood Veneer	421.20	421.20
2	2.00	VF3624R.CCH Ventnor Series, Return Shell 29-1/2H x 36W x 24D-Reversible Finish: Cordovan Wood Veneer	205.20	410.40
3	2.00	VF22BBF.CCH Ventnor Series, Box, Box, File-Full Height Fed. 15-1/2W x 22D Finish: Cordovan Wood Veneer	280.80	561.60
4	1.00	VF7236CER.CCH Ventnor Series, Credenza with Corner Extension-Right 72W x 24/36D x 29-1/2H Finish: Cordovan Wood Veneer	475.20	475.20
5	1.00	VF36HO.CCH Ventnor Series, 36" Open Hutch 36"W x 15"D x 42"H Finish: Cordovan Wood Veneer	285.88	285.88
6	1.00	VF3624LF.CCH 2 Drawer Lateral File with lock 36"W x 24"D x 29"H Fully Assembled Finish: Cordovan Wood Veneer	503.59	503.59
7	1.00	FABRICATION FABRICATION: INCLUDES RECEIVE, DELIVER AND INSTALL, 2EA L-SHAPE DESKS, 1EA BOOKCASE AND 1EA LATERAL FILE. CUSTOMER CONTACT: DANICE SHULUND @ 1-503-352-2103	300.00	300.00
Sub Total				2,957.87
OR 0.0 OREGON				0.00
Grand Total				2,957.87

ACCEPTED BY _____ TITLE _____ DATE _____

Office DEPOT



Quotation

Page 1 of 2

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Proj No.
295997	7/28/2010	PEND DANICE SHULUND	507765	VEGR, PETE - SEC (FURN)	

QUOTE TO: PACIFIC UNIV
89507765
2043 COLLEGE WAY
FOREST GROVE, OR 97116-1737

SHIP TO: PACIFIC UNIV
191606002
2043 COLLEGE WAY
FOREST GROVE, OR 97116-1797

P: 1.000.000.0000

P: 1.503.352.2103

Terms NET 30 DAYS

Sales Loc.: SALT LAKE CITY,UTAH - 1350

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	1.00	VF6630DS.CCH Ventnor Series, Desk Shell 66W x 30D x 29-1/2H Finish: Cordovan Wood Veneer	421.20	421.20
2	2.00	VF3624R.CCH Ventnor Series, Return Shell 29-1/2H x 36W x 24D-Reversible Finish: Cordovan Wood Veneer	205.20	410.40
3	2.00	VF228BF.CCH Ventnor Series, Box, Box, File-Full Height Ped. 15-1/2W x 22D Finish: Cordovan Wood Veneer	280.80	561.60
4	1.00	VF7236CBR.CCH Ventnor Series, Credenza with Corner Extension-Right 72W x 24/36D x 29-1/2H Finish: Cordovan Wood Veneer	475.20	475.20
5	1.00	VF36EO.CCH Ventnor Series, 36" Open Hutch 36"W x 15"D x 42"H Finish: Cordovan Wood Veneer	285.88	285.88
6	1.00	VF3624LF.CCH 2 Drawer Lateral File with lock 36"W x 24"D x 29"H Fully Assembled Finish: Cordovan Wood Veneer	503.59	503.59
7	1.00	FABRICATION FABRICATION: INCLUDES RECEIVE, DELIVER AND INSTALL, 2EA L-SHAPE DESKS, 1EA BOOKCASE AND 1EA LATERAL FILE. CUSTOMER CONTACT: DANICE SHULUND @ 1-503-352-2103	300.00	300.00
			Sub Total	2,957.87
			OR 0.0 OREGON	0.00
			Grand Total	2,957.87

acct# 1-916-06002-7209

ACCEPTED BY Angela Hiji TITLE Mgr. Admin Svcs DATE 8/4/10

* NOTE THAT SIGNATURE APPROVES THE QUOTE.

UNIVERSITY *PRE-APPROVED* STANDARD FURNITURE OPTIONS

Office Depot and Pacific University have selected furniture options that will meet ergonomic requirements, reduce delivery delays and provide quality at a fair price. Please consider these options or **contact Adam Neumeister: email: adam.neumeister@officedepot.com. Phone: 503-535-9730. Avoid requesting any furniture from the “RTA” section of the catalog as this requires additional assembly costs and does not meet the University’s standards.**



RFM – Mid Back Evolve Mesh Back Chair #1515 \$239* (No Arms) Add Standard Arms #25A for \$55 Add Break Away Arms #01A for \$119.93

- ***Multi-Function Ergonomic Control***
- ***Seat Slider***
- ***Ratchet back***
- ***Standard Contoured Comfort Seat (21”W x 19”D)***
- ***Various seat sizes available at no added cost***
- ***300lb Weight Rating***
- ***Lifetime Warranty on Gas Lift***
- ***10 year on Mechanism.***
- ***Manufactured in Hillsboro OR***
- ***Tons of fabric and seat size options***
- ***Assembly and Delivery Included***

For Petite Seat 18 1/2Wx 17 1/2D order seat 480

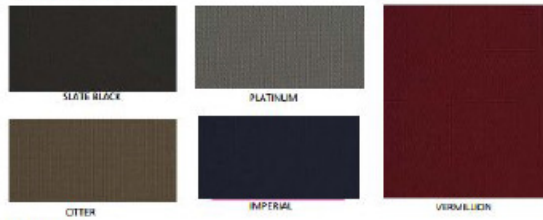
Large Seat 21W x 21D order seat 484

RFM seating

BEEHAVE



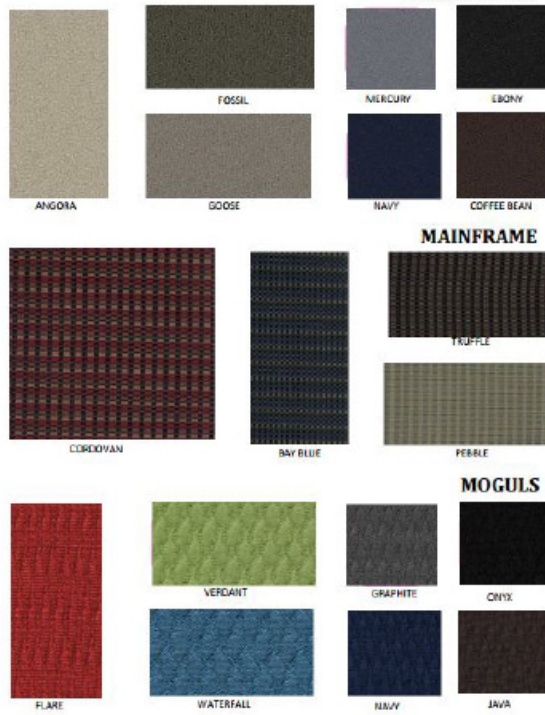
CROSS CHECK



DILLON



Upholstery



FOUNDATION

MAINFRAME



MOGULS





OFFICE STAR PRO-LINE II PROGRID HIGH BACK CHAIR

- Heavy duty nylon base (90662)
- Weight capacity 250 lbs.
- \$239.00 (5-7 day delivery)
- Intensive/Ergonomic/Multifunction
- Seat width 20 inches
- Seat glide and Lumbar support
- **Please contact Kao Saechao for this special offer**



OFFICE STAR PRO-LINE II PROGRID MID BACK TASK CHAIR

- Heavy dusty titanium base (92893) 395034
- Weight Capacity 250 lbs.
- \$199.99 (5-7 day delivery)
- Intensive/Ergonomic/Multifunction
- Seat width 20 inches
- Seat glide
- Lumbar support
- **Please contact Kao Saechao for this special offer**



OFFICE STAR PRO-LINE II PROGRID HIGH BACK CHAIR

- Heavy duty nylon base (7537A773) 399940
- Weight capacity 400 lbs.
- \$399.95 (5-7 day delivery)
- Intensive/Ergonomic/Multifunction
- Seat 22"W x 21"D
- Tilt tension, lock, forward tilt, tilt angle, knee tilt, back angle
- Lumbar support, adjustable arm height and width
- **Please contact Kao Saechao for this special offer**

HON



Hon Grove:

2x Seat Couch w/ Tapered Arms & Center Table.....\$1,380.60**

Club Chair w/ Straight Arms.....\$713.71**

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RFM[®] seating



RFM Link Nesting Chair w/ Arms.....**\$147**

RFM Link Nesting Chair Armless.....**\$139**

RFM[®] seating



RFM Evolve *Armless* Side Chair w/

Mesh Back.....**\$165**

Upholstered Back.....**\$215**

Add Arms.....**\$11**

Add Casters.....**\$13**



HON® Solutions Seating 4008 Ergonomic Sled-Base Guest Chair, 0491995 Black Frame, Black Fabric, 32 1/2"H x 23 1/2"W x 25 1/2"D, Your Cost **\$182.99**

Cushion design that provides lumbar support and helps eliminate fatigue!

- **Lumbar feature supports your lower back and enhances the natural curve of your spine.**
- **Sled base with side-arms.**
- **Meets or exceeds applicable ANSI/BIFMA standards.**
- **Greener choice — contains 38% postconsumer recycled content.**
- **SCS Indoor Advantage Certified for healthier indoor air quality. Manufactured with reduced harsh chemicals and processes that are "low VOC" (low in Volatile Organic Compounds).**



HON® Solutions Seating 4003 Side-Arm Guest Chair, 0631752 Black Frame, Black Fabric, 32"H x 23 1/2"W x 24 1/2"D, Your Cost **\$158.99**

Cushion design that provides lumbar support and helps eliminate fatigue!

- **Lumbar feature supports your lower back and enhances the natural curve of your spine.**
- **Chair features a 4-leg base and arms.**
- **Meets or exceeds applicable ANSI/BIFMA standards.**
- **Greener choice — contains 38% postconsumer recycled content.**
- **SCS Indoor Advantage Certified for healthier indoor air quality. Manufactured with reduced harsh chemicals and processes that are "low VOC" (low in Volatile Organic Compounds).**



Office Star Deluxe Armless Sled-Base Chair, 0115728 Black, 32 1/2"H x 23"W x 24"D,
Your Cost **\$139.99**

Deluxe guest chair is ideal for any lobby, office or conference room

- Design includes sloped arms, thick padded seat and back, and a plastic shell back.
- Distinctive steel sled base ensures stability and durability.
- Seat measures 19" x 19 1/2" x 3 1/2" and the back measures 18 1/2" x 14 1/2" x 2 1/2".
- Chair weighs 25 lb.



Lorell Fabric Club Armchair, 739407 Brown, Your Cost **\$390.99**

Add style and elegance to any reception or lounge area with this barrel armchair

- Designed for a comfortable sitting experience.
- Overall Dimensions: 30 7/8"H x 31 1/2"W x 28 1/8"D.
- Classic design includes a supportive back and thickly cushioned seat.
- Commercial-grade fabric upholstery is able to withstand heavy usage.
- Chair is supported by 4 wooden legs.
- Weight capacity tested to support up to 250 lb. capacity.
- Warranty length 5-year limited
- Please contact Kao Saechao for order placement

The following products are **Coded** and available for quick turnaround through our catalog or website. Call Kao Saechao at 503-974-1654 to get these special offers. You can find a broader offering through our **Non-Coded** (factory direct) products available through the universities furniture standard binder available at your departmental budget office or through Purchasing & Facilities. For special needs please feel free to reach out to **Adam Neumeister**.....



HON® Efficiencies™ 2-Drawer Mobile Pedestal, 28"H x 15"W x 22 7/8"D,

- Putty (309738) Light Gray (309903)
- Black (309914)
- Charcoal (309727)
- Approx 2 day delivery **\$299.99** any color, call Kao for this special offer



HON® Efficiencies™ 3-Drawer Mobile Pedestal, 28"H x 15"W x 22 7/8"D

- Putty (309837)
- Black (309826)
- Charcoal (309793)
- Light Gray (309815)
- Approx 2 day delivery **\$299.99** any color, call Kao for this special offer



HON® 310 SERIES 2 & 4-DRAWER LETTER FILE CABINET

2 Drawer Letter File Cabinet

Light Gray Item# 989-426 Cost **\$239.99**

Additional Colors: Putty Special Price (903-534) \$85.41 Black (903-526) \$195.49

4 Drawer Letter File Cabinet

Light Gray Item# 989-442 Cost **\$259.24**

Additional Colors: Putty Special Price (903-575) \$116.22 Black (903-567) \$259.24

- Heavy duty
- Locking drawers
- Hon written lifetime warranty



HON® 500, 36" WIDE LATERAL 4 DRAWER FILE CABINET, 53 1/4"H x 36"W x 19 1/4"D

4 Drawer Lateral File Cabinet

Light Gray Item# 577-759 Cost \$662.99

Additional Colors: Putty (485-508) \$662.99 Black (577-742) \$662.99

- Heavy-gauge construction
- Adjustable floor levelers
- Adjustable hang rails



HON® 600, 36" WIDE LATERAL FILE, 3 DRAWERS, 40 7/8"H x 36"W x 19 1/4"D.

3 Drawer Lateral File Cabinet

Light Gray Item# 769-468 Cost **\$495.54**

Additional Colors: Putty (755-035) \$495.54 Black (755-026) \$495.54

Available in 2, 3, 4 and 5 drawer

42"wide versions available by request

Call Kao for this Special Pricing



HON® DOUBLE CROSSFIRE HANG RAILS FOR HON 30"-36" & 42"WIDE LATERAL FILES, PACK Of 4

Double Crossfile Hang/Front to Back Rails

Item# 653-865 Cost **\$32.99**



REALSPACE PREMIUM WIDE BOOKCASE, 5-SHELF, 72 1/8"H x 35 3/8"W x 13 5/8"D

- Carolina Oak (491-675) \$135.99--two day delivery
- ordered online
- These commercial-width wood grain bookcases are also available in 2 or 3 shelf units in catalog
- Assembly Required
- Antiqued Black (491-665) \$135.99 Classic Cherry (496-355) \$135.99 Brushed Maple (491-660) \$135.99



HON® Brigade® Steel Bookcase, 5 Shelves, Putty 0194285, 72"H x 34 1/2"W x 12 5/8"D

Find a place to store all of your favorite books, family photos and décor items in your home. The sturdy steel frame can handle a full load and makes this bookcase a permanent fixture for many years to come.

- Each shelf is 12 5/8" deep and easily adjusts in 1/2" increments.
- Baked enamel finish features rust-proofing treatment for added protection.
- Meets and/or exceeds applicable ANSI/BIFMA standards.
- Save time — no assembly required!
- Backed by The HON Full Lifetime warranty.
- This HON Brigade putty steel bookcase offers 5 shelves that are sturdy enough to handle books, binders and video cassettes.

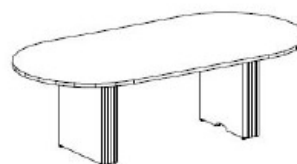
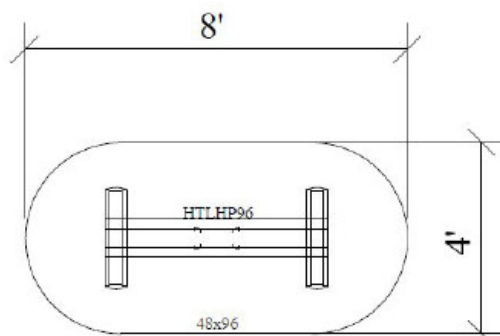


Lotus™ Sit-Stand Workstation – Black 318315, Your Cost \$369.99

- The Lotus™ Sit-Stand Workstation makes it effortless to add movement to your workday for improved wellness
- Patent-pending Smooth Lift Technology™ keeps your workstation stable and makes changing positions effortless
- Features 22 different height settings and 17” of vertical adjustment so you can work in a position that’s perfect for you
- Innovative cord management and device charging slot allow your entire workspace to move freely with you
- Arrives fully assembled - no complicated instructions, no mounting, just unpack and get started
- Compatible with Fellowes® Lotus™ Monitor Arm Kits
- BIFMA Tested; Holds up to 35 lbs.



Fellowes® Lotus™ Dual-Monitor Arm Kit, Black 228099, 16 1/2"H x 28 1/2"W x 5 1/2"D
Your Cost \$73.99



Hon Preside 48x96 Laminate Racetrack Conference Table
w/ Hollow Panel Base:

\$1,096.54

Add Power Pop-Up Port.....**\$152.57**

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