

**Office
DEPOT®**

Your Brand Identity Site

COPY & PRINT
DEPOT



Step 1: Login to your BSD site using your username and password

Office DEPOT Welcome to the Business Solutions Division. Chat Now Contact Us

Registered Customers

Login Name: ←

Password: ←

☐ Keep me logged in ⓘ [LOG IN](#)

[Forgot your login name/password?](#)
[Trouble Logging in?](#)

experience the benefits of business made personal
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industry solutions
Get support tailored to your business size and industry, from education to government & much more.
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shop products
Find all the essential items you need to keep your business running as efficiently as possible.
[LEARN MORE](#)

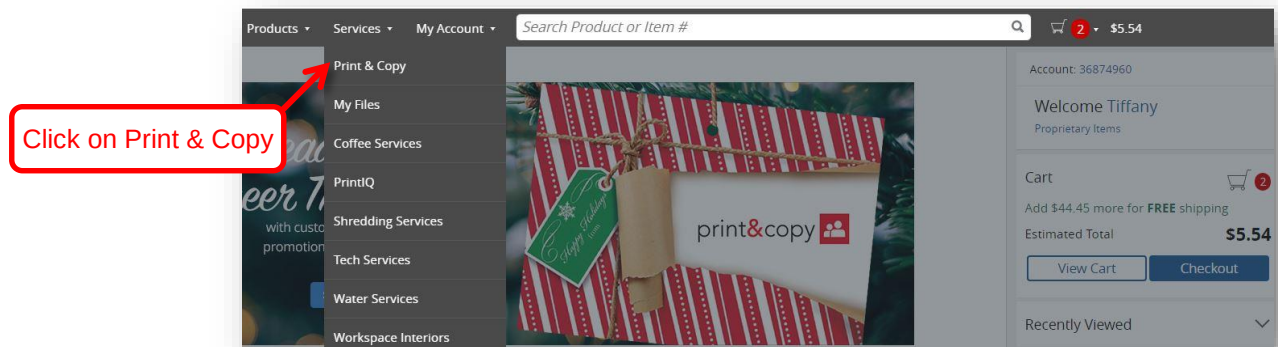
services & support
From copy & print to procurement & payment solutions, we help you stay focused on the big picture.
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sustainability programs
Get involved with Office Depot's many efforts to support diversity, the community and the environment.
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Step 2: Click on “Services” & “Print & Copy”



Step 3: Select “Brand Identity”

Office DEPOT

Taking care of business

Products ▾ Services ▾ My Account ▾

Home / Print & Copy

Print & Copy

[View all 1,221 items >](#)



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This Season With
Customized Products
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File Cabinet



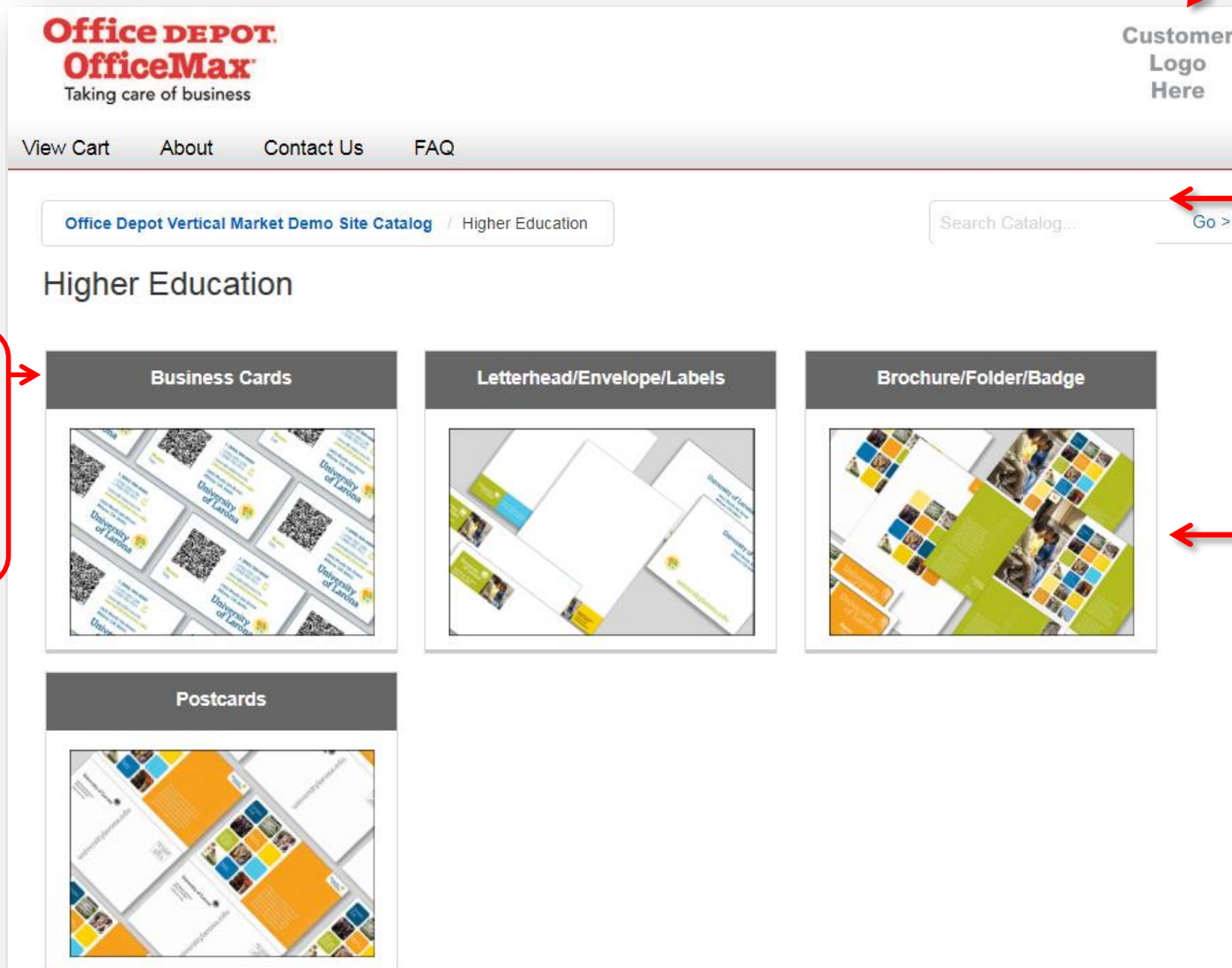
Brand Identity

[Shop](#)

Print & Copy Services™ delivers everything from business cards to banners, presentations to promotional products. Order custom printing online or in-store. Same Day printing and pickup options are available on many items.

Step 4: Select on Product Category (if applicable)

Use your logo for
your Brand Identity
site



Search
Feature

Personalize
the look by
using
company
colors for
background

Use images and
messaging to
customize the
tiles

Step 5: Choose Your Quantity and Click “Create”

Breadcrumbs
for easy
navigation

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One Sided



1 (800) 555-4560
1 (706) 555-1236 tel
1 (706) 555-7611 fax
name@unilarona.edu
universitylarona.edu
5432 North 5th Street
Athens, GA 30601

Name
Title



University
of Larona

QR Business Card - BC01

 Details

1 box(es) ▲

Create

Quantity
Drop Down

Step 6: Add your customization

QR Business Card - BC01

Quantity: 1 box(es)

Add your customization. Then if you approve your preview, select the 'Add To Cart' option; or select 'Order More' if you want to add this item to your cart and continue to order another item.

Add Your Customization

First Name
Firstname

Last Name
Lastname

Title
Title

Address
Address

City
City

State
ST

Zip
00000

Toll Free
1 (000) 000 - 0000

Telephone
1 (000) 000 - 0000

Fax
1 (000) 000 - 0000

Special Characters

Product Preview: Zoom Level: 175% [View Full Size Image](#)

1 (000) 000-0000
1 (000) 000-0000 tel
1 (000) 000-0000 fax
name@unilarona.edu
universitylarona.edu
Address
City, ST 00000

Firstname Lastname
Title

University of Larona

[Email Preview](#)

Please review your information. Your order will be printed exactly as shown.

[Cancel](#) [Order More](#) [Add To Cart](#)

Customization:
As you add to the text fields, the product will auto populate for instant product preview

Quantity:
Choose quantity in drop down

Zoom Level:
Increase or Decrease Preview Image

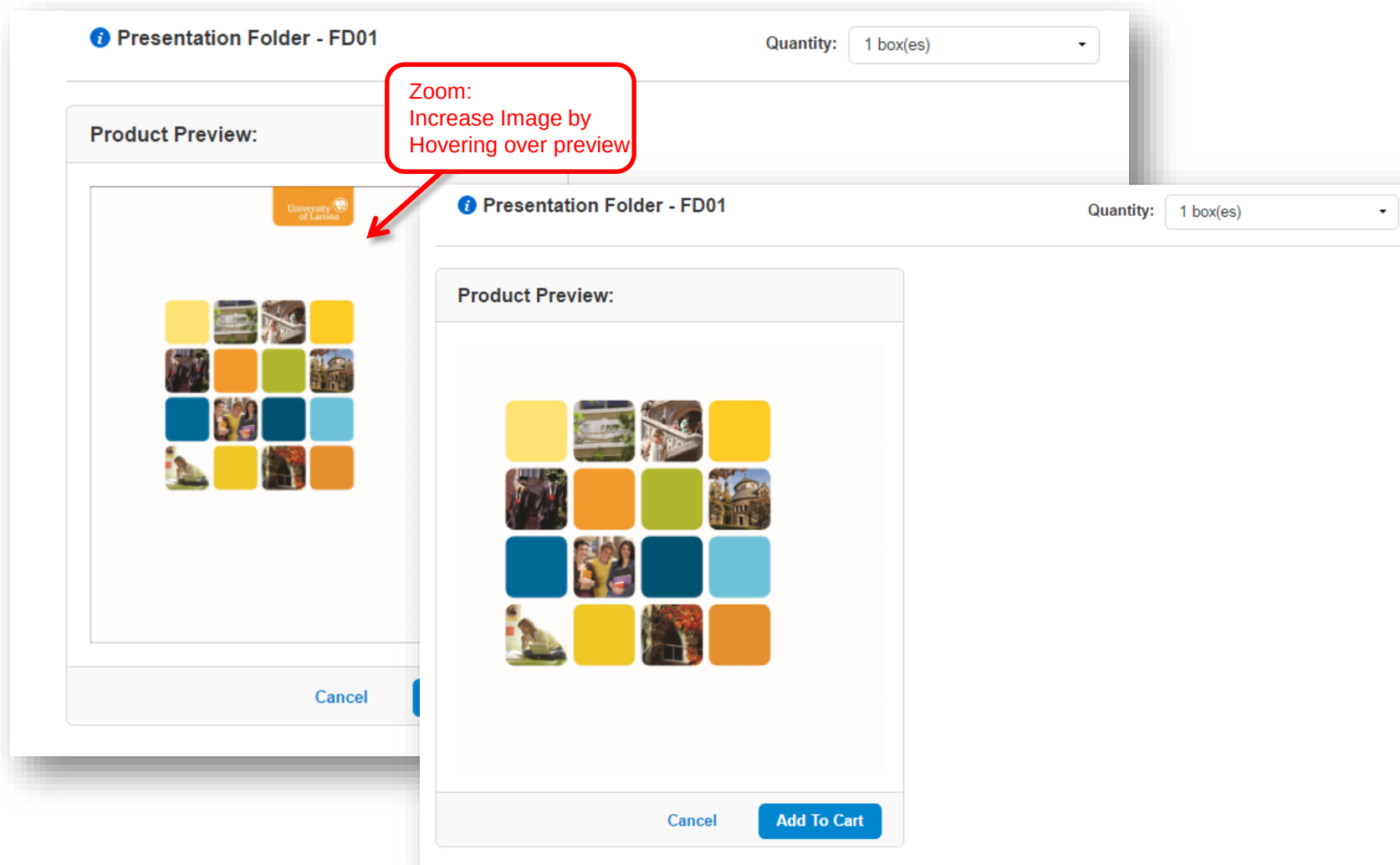
View Full Size Image:
To view a PDF Image

Email Preview:
Allows you to email a preview to others

Add to Cart:
Adds item to cart to proceed to checkout or continue shopping
Order More:
Click to continue shopping for print products

Special Characters:
Allows you to add special characters to text
-Click in text field
-Click on Special Character box to choose from icons

Step 7: Non-Customized Items



Step 8: *When finished ordering, select “Checkout” to enter billing and shipping data*

 Taking care of business

Help ▾ Logout

Products ▾ Services ▾ My Account ▾

 \$5.54

[Home / Find Your Product](#) [Print This Page](#)

Shopping Cart

[Continue Shopping](#) [CHECK OUT](#)

Description	Price/unit	Qty.	Available	B/O	Total
 Full-Color Business Cards, 14 Pt., 4/0, 3 1/2" x 2", Uncoated, Box Of 250 Item # 914829 Entered Item # 914829 Manufacturer Direct	\$29.99 / box	1 EDIT VIEW Remove Item	1	0	\$29.99

Comments

[Update](#)

[Continue Shopping](#) [Update Cart](#) | [Empty Cart](#) | [Save Cart To List](#) | [Share Cart](#) [CHECK OUT](#)

Available: **\$29.99**

Backorder: **\$0.00**

Subtotal: **\$29.99**

[Add a Coupon](#) [\(More Information?\)](#)

[Estimate Shipping & Taxes](#)

1 item(s): **\$29.99**

Please review your information. Your order will be printed exactly as shown so once submitted, your order cannot be changed or cancelled.