

**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:

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[Trouble Logging in?](#)

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Get support tailored to your business size and industry, from education to government & much more.
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Find all the essential items you need to keep your business running as efficiently as possible.
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From copy & print to procurement & payment solutions, we help you stay focused on the big picture.
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Step 2: Click on "Copy & Print"

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies **Copy & Print** [SHOP NOW](#)

the write savings select P [SHOP NOW](#)

deals that will blow you away
save on Post-It® & Scotch®
[SHOP NOW](#)

Welcome,
[Edit Profile](#)
[Proprietary Items](#)

Quick Order

Item Number Qty

Comments

Step 3: Select "Get Started" under Brand Identity (CSO)

Office DEPOT.

Order By Item | My Lists

Search by Keyword or Item#

My Account

Orders

Quick Entry

My Lists

Cart 0 items \$0

Office Supplies | Paper | Breakroom | Ink & Toner | Cleaning | Technology | Furniture | School Supplies | Copy & Print

MOST WANTED TOP SELLING PRODUCTS [SHOP NOW](#)

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Copy & Print Depot™

Document Printing Services



Count on us for copies, brochures, forms, posters, banners and more.

[GET STARTED](#)

File Cabinet



Easily retrieve and store documents from your dedicated file cabinet.

[GET STARTED](#)

Brand Identity (CSO)



Order your company's branded stationery products here!

[GET STARTED](#)

Step 4: Select on Product Category (if applicable)

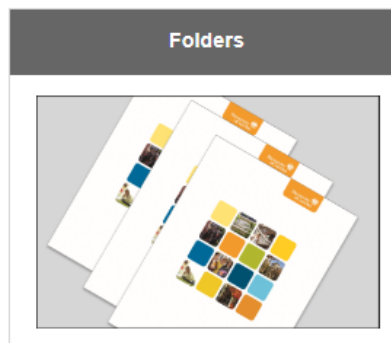
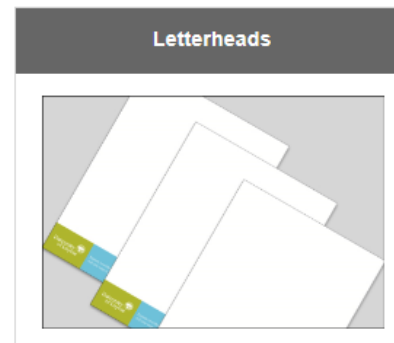
Office DEPOT.

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[Office Depot Vertical Market Demo Site Catalog](#) / [Higher Education](#)

Search Catalog... [Go >](#)

Higher Education



Use your logo for
your Brand Identity
site

Customer
Logo
Here

Search
Feature

Personalize
the look by
using
company
colors for
background

Use images to
customize the
tiles

Step 5: Choose Your Quantity and Click “Create”

Breadcrumbs
for easy
navigation

[Office Depot Demo Catalog](#) / [Higher Education](#) / [Business Cards](#) / One Sided

Search Catalog...

[Go >](#)

One Sided



1 (800) 555-4560
1 (706) 535-1236 tel
1 (706) 535-7611 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

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



[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

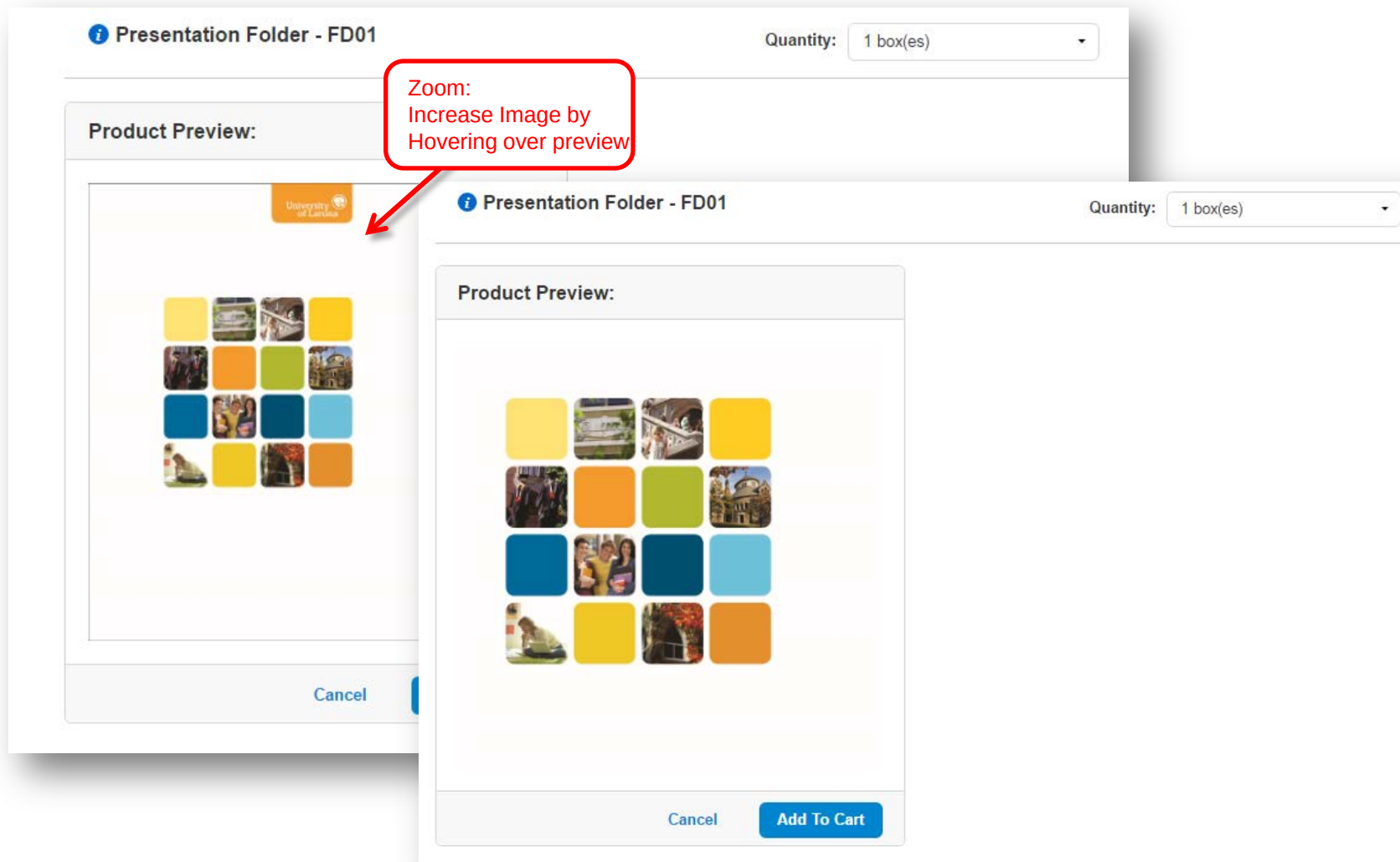
Email Preview:
Allows you to email a preview to others

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

+ Expand

Step 7: *Non-Customized Items*



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



Order By Item | [My Lists](#)

My Account

Orders

Quick Entry

My Lists

1 Items
\$29.99

Office Supplies | Paper | Breakroom | Ink & Toner | Cleaning | Technology | Furniture | School Supplies | Copy & Print



buy now. use forever. postage stamps

SHOP NOW ▶

[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**

Need Stamps?

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