

Below is a reference to order the Bank Bags and Custom Stamps.

Scroll through the entire document for User Guides.

Bank Bags

- Go to the upper right side of the screen
- Click on Proprietary Items to view Bank Bags

Stamps

- Click on the Print and Copy Tab
- Scroll Down to Featured Categories
- Click on Business Essentials > Custom Stamps

Proprietary Print User Guide



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





Welcome to the Business Solutions Division.

[Contact Us](#)

Registered Customers

Login Name

Password

☐ Keep me logged in [i](#) [LOG IN](#)

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

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the benefits
of business
made personal

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COPY&PRINT
DEPOT

Step 2: Click on the
“Proprietary Items” link

Home Help Store Locator Welcome, TIFFANY STEELE | Account #: 36874980 - Logout

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

buy now. use forever. postage stamps SHOP NOW

tools to create the perfect presentation SHOP NOW

Welcome, TIFFANY STEELE

Edit Profile

Proprietary Items

Become an Email Insider

Learn about new products exclusive promotions, special services & solutions-delivered to your inbox.

Email Address
tiffany.steele@officedepot.com

SIGN UP NOW

Don't show this again | Privacy Policy

Quick Order

Item Number Qty

6 or 9-digit number

Comments

+ Add another product

ADD TO CART

Ink & Toner Finder

Select Brand

OR

Cartridge Printer

Message

Maintain, print and distribute your documents with just a few clicks.

Ensure that your associates have the most current files on hand by ordering them online through Copy & Print DepotTM. With our Online Print Center, there's no need to search through multiple versions of documents or possibly distribute out-dated information.

Print everything from business cards, letterhead and envelopes to brochures, folders and postcards. Whether your jobs are high-volume or low-volume, you'll always get professional-quality results.

Select from dozens of printing and finishing options to configure your documents to your exact print specifications.

COPY & PRINT DEPOT

Step 3: Locate first form to order

Step 4: Enter quantity needed

Step 4: Click “Add to Cart”

Step 5: Click “Continue Shopping” if more items are needed

OR

Step 5: Continue checking out

Home Help Store Locator Welcome, TIFFANY STEELE | Account #: 36874960 - Logout

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

 ready for an office emergency? first aid supply packs [SHOP NOW](#)

Home / Proprietary Items

Shop Proprietary Items

Units

- ☐ Each (3)
- ☐ Pack (8)
- ☐ Pad (1)

More Ways to Shop

- [Office Depot Brand Products](#)
- [Greener Office Products](#)

Proprietary Items 9 results

Advanced Sorting Available!
Please use Advanced Sorting options below to sort products by Best Value Item, Contract Item, price and more!

Items 1 to 9 12 Per Page By Relevance Grid List



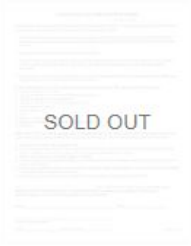
Robbery Description Form 50/PK
Item 409137
[Write a review](#)
Limited Availability

\$11¹⁰ / pack

Qty [ADD TO CART](#)

[ADD TO SHOPPING LIST](#)

☐ Compare



Flu Vaccine Consent 100/PK
Item 409173
[Write a review](#)
Limited Availability

\$3⁷⁰ / pack

Qty [ADD TO CART](#)

[ADD TO SHOPPING LIST](#)

☐ Compare

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Ordering Your Custom Stamps



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LOGIN TO YOUR BSD SITE USING YOUR USERNAME AND PASSWORD

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Business Solutions Division.Chat NowContact Us

Registered Customers
Login Name

Password

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Click on “Copy & Print”

**Office
DEPOT.**Order By Item | My Lists
Q
My Account Orders Quick Entry My Lists Cart 0 items \$0

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


buy now. use forever. postage stamps
[SHOP NOW ▶](#)

grab their attention


Dry Erase


click on copy & print

SCROLL DOWN AND CLICK ON “CUSTOM STAMPS”

Office DEPOT[Order By Item](#) | [My Lists](#)

Search by Keyword or Item#

 [My Account](#)  [Orders](#)  [Quick Entry](#)  [My Lists](#)  [Cart](#) 0 items \$0

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File Cabinet



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Order your company's branded stationery products here!

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Featured Categories



Marketing Services

- Business Cards
- Stationery
- Greeting Cards
- Signs & Banners

[View All](#)



Business Essentials

- Business Envelopes
- Labels
- Checks & Financial Forms
- Custom Stamps

[View All](#)



Promotional Products

- Writing Instruments
- Drinkware
- Apparel
- Office & Desk

[View All](#)



Custom Gifts

- Personalized Cards
- Personalized Calendars
- Promotional Gifts

[View All](#)

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3

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CLICK ON THE TYPE OF STAMP YOU WOULD LIKE TO ORDER

Office DEPOT Order By Item | My Lists
Search by Keyword or Item#

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

buy now. use forever. postage stamps [SHOP NOW](#)

Home / Office Supplies / Custom Printing / Stamps & Daters

Stamps & Daters

Click on the size, type of Stamp you would like to order [all 187 items >](#)

Shop

- Daters & Time Stamps (22)
- Endorsement Stamps (11)
- Large Message Stamps (5)
- Medium Message Stamps (24)
- Refill Inks & Stamp Pads (36)
- Replacement Ink Pads (30)
- Return Address Stamps (7)
- Round Stamps (9)
- Signature Stamps (10)
- Small Message Stamps (43)

Need Help?

- Email Assistance
- FAQs
- Talk with a Representative
- Chat Now

More Ways to Shop

- Office Depot Brand Products
- Greener Office Products

Daters & Time Stamps >

Endorsement Stamps >

Large Message Stamps >

Medium Message Stamps >

Refill Inks & Stamp Pads >

Replacement Ink Pads >

Return Address Stamps >

Round Stamps >

Signature Stamps >

Small Message Stamps >

Click "Customize"

Office DEPOT Order By Item | My Lists
Search by Keyword or Item#

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buy now. use forever. postage stamps [SHOP NOW](#)

Home / Office Supplies / Custom Printing / Stamps & Daters / Return Address Stamps

Return Address Stamps

7 Results Found

Shop Office Supplies **Advanced Sorting Available!**
Please use Advanced Sorting options below to sort products by Best Value Item, Contract Item, price and more!

Brand

- ☐ Accu-Stamp (5)
- ☐ Xstamper (2)

Rating

- ☐ ★★★★★ (1)
- ☐ ★★★★☆ (1)
- ☐ ★★★☆☆ (1)
- ☐ ★★☆☆☆ (1)

Eco-conscious

- ☐ Recycled Content (2)

Sort By: Relevance

Showing 1-7 of 7 Results

Items per page: 12

ECO-GREEN Xstamper® Pre-inked Return Address Stamp, N10, 85% Recycled, 1/2" x 1 5/8" Impression

Item # 219301

★ ★ ★ ★ ★ 3 Reviews

✓ Sold Online

✓ Expedited Delivery Available at Checkout

✓ Limited Availability

✓ Sold in Stores

✓ Eco-Conscious

✓ Recycled content

\$23.99 / each

[CUSTOMIZE](#)

[Click Customize](#)

PROCESS FOR DESIGNING A “TEXT” ONLY STAMP

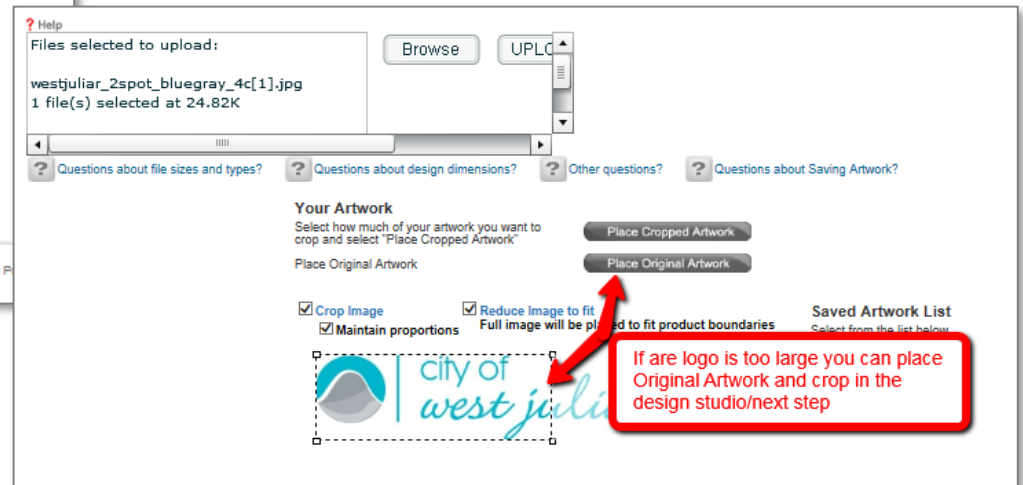
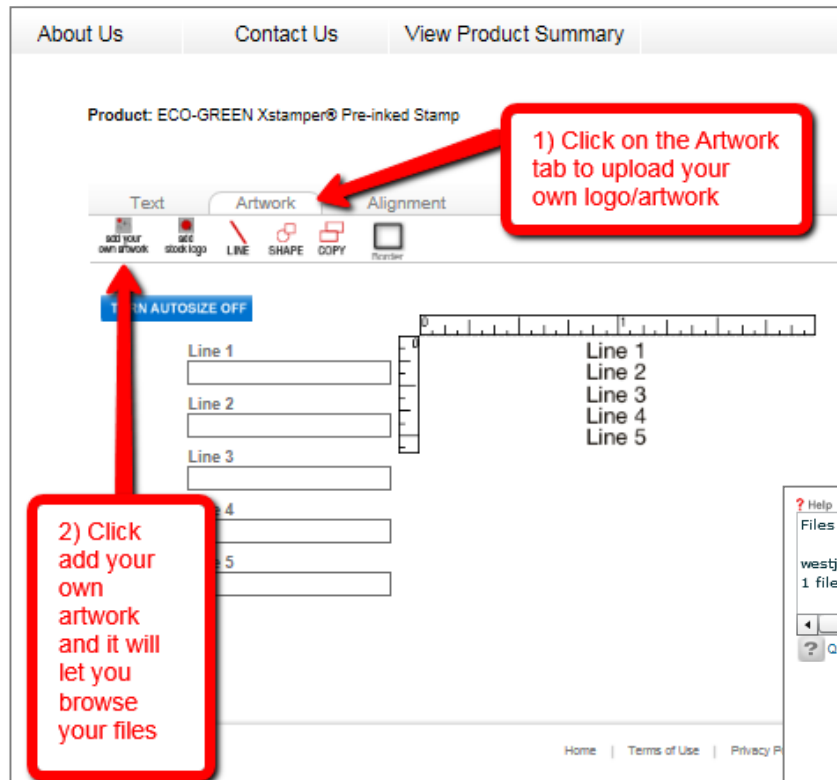
The screenshot shows the Office Depot Xstamper design interface. At the top, there are navigation tabs: Business Cards, Stamps & Daters, Signs & Banners, Business Envelopes, Business Forms, Labels & Stickers, Print Marketing, and See All. Below these, the product is identified as "ECO-GREEN Xstamper® Pre-inked Stamp".

Red callout boxes provide the following instructions:

- Click here for additional font options:** Points to the font dropdown menu showing "Helvetica LT 55 Roman".
- Click Alignment to change text positioning:** Points to the "Alignment" tab in the design toolbar.
- TURN AUTOSIZE OFF:** Points to a blue button labeled "TURN AUTOSIZE OFF".
- The studio will automatically fill space proportionally unless you click the "turn auto size off":** A larger callout box pointing to the "TURN AUTOSIZE OFF" button.
- For text only option- populate the fields on the left only using number of lines needed:** Points to the text input fields on the left side of the design area.
- Click proceed to view proof:** Points to a red "Proceed" button at the bottom right.

The design area shows a preview of the stamp with the text: "Maria Diaz", "1234 Test", "Test, Test", and "Test". The text is aligned to the left. The interface also includes a "Copy Item" button and a "Proceed" button at the top right.

PROCESS FOR DESIGNING A STAMP WITH CUSTOM ART UPLOAD



ADJUST YOUR ART TO FIT IN SAFE LINES BELOW

About Us Contact Us View Product Summary

Product: 2000 PLUS® Self-inking Stamp with Microban®

Copy Item Proceed

Text Artwork Alignment

add your own artwork use stock logo LINE SHAPE COPY border ZOOM IN ZOOM OUT VIEW PDF EMAIL HELP spell check DELETE

TURN AUTOSIZE OFF

Line 1
Line 2
Line 3
Line 4
Line 5
Line 6

city of west juliar

1) Click and drag artwork to desired position

Proceed

Click proceed to view proof

CLICK “PROCEED” IF APPROVE ART UPLOAD OR “EDIT” TO MAKE ADDITIONAL CHNAGES

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[Edit](#) | [View PDF](#) | [Email Preview](#)

Front

 | city of
west juliar

By clicking Proceed, I accept responsibility for the accuracy of the imprint information.

The information you submit will be used as described in our privacy policy.

If Artwork is correct click proceed

Proceed

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CREATIVE OPTIONS PAGE ALLOWS YOU TO CHANGE QUANTITY, ADD REFILL INK AND MAKE FINAL EDITS

[About Us](#) | [Contact Us](#) | [View Product Summary](#)

Creative Options

How many Stamps?

\$27.99 Each x

Enter Your Quantity

Quantity you would like to order

Would you like to add refill ink?

\$5.99 Each x

Enter Your Quantity

Option to order re-inking fluid

Item Total:\$27.99
Tax and discounts will be applied at checkout.

Product Details:
ECO-GREEN Xstamper® Pre-inked Stamp
SKU:570501

Preview [Edit](#)



[View PDF](#) | [Send Proof](#)

If everything is correct click Proceed

Proceed

[Home](#) | [Terms of Use](#) | [Privacy Policy](#) | [FAQS](#)

CLICK “ADD TO CART” IF YOU ARE READY TO PLACE ORDER

Office DEPOT
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Success! Your ECO-GREEN Xstamper® Pre-inked Stamp has been customized!

ECO-GREEN Xstamper® Pre-inked Stamp

[Preview](#)

[Delete](#) | [Edit](#)

Item#: 570501
Quantity/Price: 1
Accessories: None Selected
[MAKE A COPY](#)
[View Proof](#)
[Email Proof](#)

SUBTOTAL: \$27.99

Click add to cart before you continue shopping

ADD TO CART

\$27.99

Office DEPOT

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Search by Keyword or Item#

[My Account](#) | [Orders](#) | [Quick Entry](#) | [My Lists](#) | [Cart](#) 1 Items \$27.99

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Success! You have completed the Custom Stamp design/order process

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Shopping Cart

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

Description	Price/unit	Qty.	Available	B/O	Total
 ECO-GREEN Xstamper® Pre-inked Return Address Stamp, N13, 64% Recycled, 9/16" x 2" Impression Item # 570501 Entered Item # 570501 Manufacturer Direct Eco-Consious Recycled content Expedited Delivery Options Available at Checkout	\$27.99 / each	1 EDIT VIEW Remove Item	1	0	\$27.99

Available: \$27.99

Backorder: \$0.00

Subtotal: \$27.99

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

[Estimate Shipping & Taxes](#)

1 item(s): \$27.99