

Welcome Guide to Order Print Online

On behalf of Office Depot, welcome to your new online print ordering catalog.

We have consulted and collaborated with members of your organization to design & implement a solution to help you “**Take care of Business**” by:

- Being more efficient
- Make your day to day work life easier
- Reduce costs
- Ensure quality

Program Highlights

- Dedicated Client Services Lead
- National Customer Service Team
- Custom Online Ordering Portals supported by the UNFI Outfitter Procurement
- Integrated into National Distribution Network
- Proven ability to execute UNFI Brand Standards

Please find in this **Welcome Kit**, the materials which will help in getting started!



Office Depot® Support



Drake Crawford, Client Services Lead
Drake.Crawford@officedepot.com

Customer Service, Print

Order Status, Billing and/or Shipping Questions
Call 1.800.983.3376



Sales | Escalation (Print Program)
Chris Cota, Business Development Manager, Graphic Communications
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Sales | Account Manager

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Product Reference Guide



Login to **UNFIoutfitter** and start requisition in Office Depot Punch Out Catalog



Forms, Labels, Posters & Stationery

Product is located in (2) portals My Files or Brand Identity



My Files Product List

Click the **My Files** Icon to access the following items

- DC KRONOS Navigator Overview 2020
- Diesel PM Service Worksheet
- Diesel PM Trailer Service Worksheet
- English / Spanish Entry
- English and Spanish Entry Signs
- English and Spanish Temperature Screening Signs
- High Temp Log - Aurora CO
- High Temp Log - Centralia WA
- High Temp Log - Gilroy CA
- High Temp Log - Hopkins NM
- High Temp Log - Moreno Valley
- High Temp Log - Ridgefield DC
- High Temp Log - Rocklin CA
- High Temp Log - Stockton CA Main
- High Temp Log - Stockton CA Non-Foods
- High Temp Log - Tony's Fine Foods
- Mechanical Maintenance Work Sheet
- Out-Of-Office Service Tags
- Severe Weather Emergency Information Color Poster
- Temperature Screening
- UNFI COVID 24"x36" Banners
- UNFI Human Resources New Hire Packet Santa Fe Springs*
- UNFI Human Resources New Hire Packet Union*
- Vehicle Gate Passes_ Gate 2_ Commerce DC



Brand Identity Product List

Click the **Brand Identity** Icon to access the following items

- Bill of Lading - DC Stockton - FM12
- Building Transfer Form - FM18
- Cardboard Labels - Commerce LB12
- CHEP Pallet Label - LB09
- Daily Refrigeration Log Sheet FM16
- Delay Slip - Hopkins - FM26
- Drivers Daily Log Book - Commerce FM11
- Drivers Daily Log Book - Riverside - FM21
- DVIR - Commerce Santa Fe Springs Stockton - FM15
- DVIR - Power Units - Riverside - FM20
- DVIR - Towed Units - Riverside - FM19
- FHWA Certification Label FM11
- GDP Visitors Guest Brochure - Stockton DC FL03
- GMA Pallet Label - LB10
- Parking Violation - Stockton DC- FM25
- Plastic Labels- Commerce LB14

Questions?

Drake Crawford, Client Services Lead @ Drake.Crawford@officedepot.com
Chris Cota, Business Development Manager @ Christopher.Cota@officedepot.com

My Files— Upload & Print

Purpose: Quick Print Jobs that you instantly upload and print

- Upload, configure and submit Order
- Option to save configurations for future ordering
- Single ship-to location
- My Files, Brand Identity, Office Supplies— One Shopping Cart

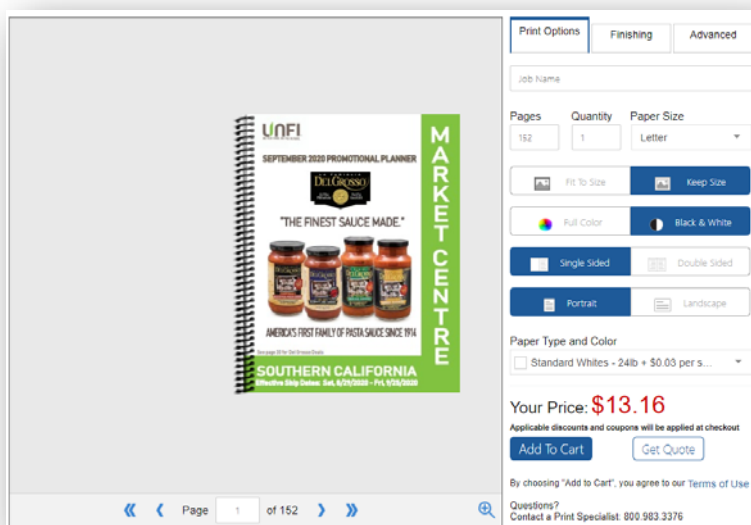
Full Suite of

Product Categories Available

- 3 Ring Binders
- Banners
- Blueprints
- Booklets
- Brochure
- Carbonless Forms, Simple/Glue Top
- Comb, Spiral, & Tape Bound Book(s)
- Copies & Flyers
- Pads
- Paperback, Hard, or Soft Cover Books
- Posters

High-Quality Finishing Services:

- Binder Assembly
- Binding
- Cutting
- Foam Mounting
- Folding
- Hole Punch
- Lamination
- Shrink-wrapping
- Stapling



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Brand Identity

Purpose: Ready to Go Business Identity type Items with specific branding guidelines stored behind the scenes!

- Commercial print production capabilities
- Full color and/or spot color options
- Variable print
- Integrated with Outfitter
- My Files, Brand Identity, Office Supplies— One Shopping Cart

Product Categories

- Business Cards
- Custom Certificates
- Door Handers
- Embossers
- Envelopes
- Folders
- Holiday Cards & Invitations
- ID Badges
- Labels
- Letterhead
- Memo Pads
- Name Badges
- Name Plates
- Post-it Notes
- Rack Cards

Finishing

- Die Cut
- Foil
- Embossing
- Engraving
- Folding
- And Much More!



Business Cards



Stationery



DC Collateral



HR Collateral

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