Harnish Inc. & Member Companies

Welcome!

The following packet contains information on how to order your custom print products, contact information, reference guide, and quick start user guides.

Account and Order Information		
Office Depot	**Harnish Inc. | Account #90520757**	
Print & Stationery Ordering Site	**URL: Business.OfficeDepot.com > Brand Identity & My Files**	
Office Depot Account Manager Contact		
Office Depot Account Manager	**Bo Brenneman**	**Email: Bo.Brenneman@officedepot.com**
Office Depot Print & Marketing Account Manager	**Charlie Kimble**	**Email: charlie.kimble@officedepot.com**
Harnish Inc. Corporate Contact		
Legal Secretary and Administrative Assistant to CFO & VP	**Jagoda Nichols**	**Email: JNichols@HarnishGrp.com**
Customer Service & Support		
Brand Identity	**1-800-965-6270**	**Email: Biwestregion@odcallcenter.com**
My Files	**1-855-302-8776**	**Email: CPD.CustomerOnlineSupport@OfficeDepot.com**

Harnish Inc. Custom Print Program from Office Depot

⇒ All orders are custom and non-returnable

⇒ If you receive a product that is damaged or inaccurate, please contact the appropriate customer service team.

⇒ Products that have variable imprinted information, such as locations, are proofed instantaneously through the online portal. Please review and approve all imprint content before checking out.

⇒ All product is printed upon receipt of the order. Production time varies from 2 to 12 Business Days. After production please allow time for transit. (Refer to next page)

⇒ If you need expedited service, please contact the appropriate customer service team to obtain a shipping estimate. Please have your order confirmation ready.

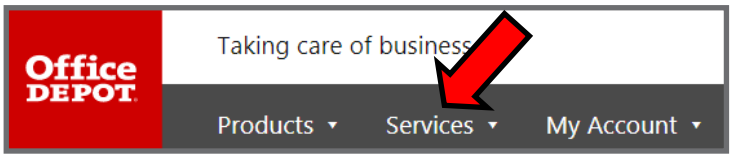
⇒ If you are not locating a specific product, please email Jagoda Nichols and include product details.

Custom Print Online Ordering Reference Guide

1 Login to **Business.OfficeDepot.com**

Forms, Labels, Envelopes & More

First select Services > Print & Copy



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Brand Identity

Click on the Brand Identity Icon to access the following:

- Purchase Order 101
- 9x12 Human Resources Envelope
- 9x12 Petty Cash Envelope
- Bill of Lading 552
- Delivery Label(s) 902
- Drop Label(s) 903
- Emergency Generator Operation Log 907
- Engine Core Label 658
- Engine Sales Purchaser's Order 819
- Full Color #10 Envelopes
- Full Color #10 Window Envelopes
- Full Color 10x13 Envelopes
- Full Color Letterhead
- Full Color Letterhead
- Full Color Memo Pads
- Full Color Memo Pads
- Literature Sticker 360
- Mailing Labels
- Parts Core Exchange Tag 850
- Parts Core Exchange Tag 850
- Parts Credit Tag 851
- Parts Label (s) 901
- Promo Labels
- Promo Stickers
- Star Lube Service Checklists (500A,B,C)
- Warranty Parts Tag 570
- Warranty Parts Tag 570

My Files

Click on the My Files Icon to access the following:

- The Rental Store (RS) Forms
- Status Change Requests (HR)
- Padded Sheets: Work Order , Parts Order

Brand Identity Customer Service

Toll: P 800.965.6270

Email: BIwestregion@odcallcenter.com

Brand Identity Production Times

Envelopes, Letterhead, Memo Pads, Labels: **2-4 Business Days**

Forms and Tags: **10-12 Business Days**

Product is produced and shipped from Minnesota.

If expedited service is required, please call Customer Service

Additional fees for expedited shipping

My Files Customer Service

Toll: 855-302-8768

Email: CPD.CustomerOnlineSupport@officedepot.com

My Files Production Times

Forms and Copies: **2-4 Business Days**

Product is produced and shipped from Washington

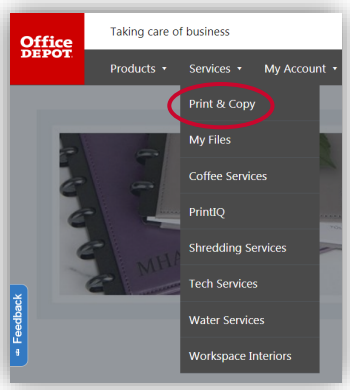
If expedited service is required, please call Customer Service.

Additional fees for expedited shipping

Brand Identity Quick Start Guide

1. Login to **Business.OfficeDepot.com**

2. Click on Services (Top) > **Print & Copy**

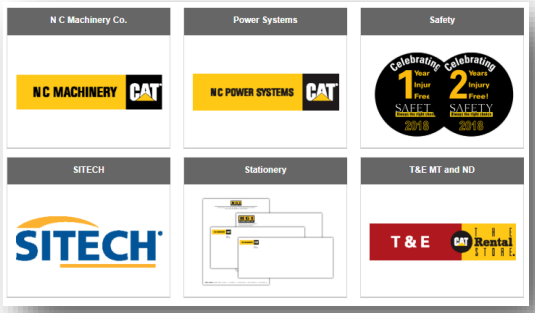


3. You will now be presented with the **Print & Copy Homepage**

4. Click on **Brand Identity**

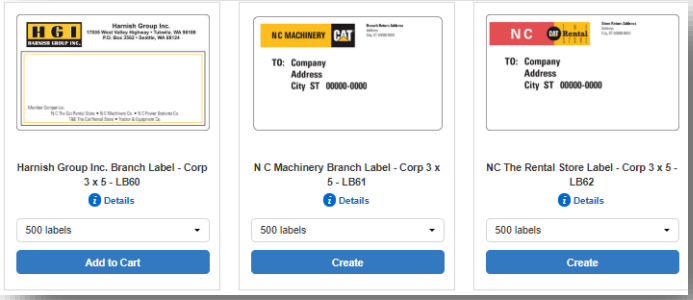
5. You are now presented with your **Product Category Folders** The Folders contain preconfigured and ready to order print items

- Click to enter a Folder



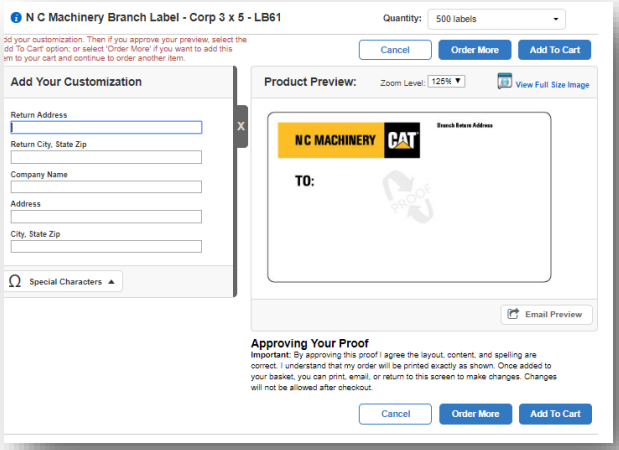
6. Once you enter a folder **Orderable Items** are presented.

- Select the item you wish to order
- Choose **Create** if customization is available or **Add to Cart** for static products.
- Enter the Quantity



7. Add customization (if applicable).
Ensure you review Preview for accuracy

- To continue shopping click **Continue Shopping**
- To check out click **Add to Cart**

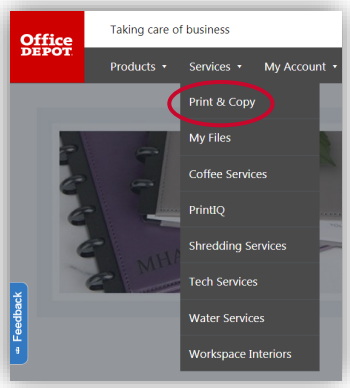


Order Questions:
1-800-965-6270 **Option 1 (West Team)**
Email: Biwestregion@odcallcenter.com

My Files Quick Start Guide

1 Login to **Business.OfficeDepot.com**

2 Click on Services (Top) > **Print & Copy**

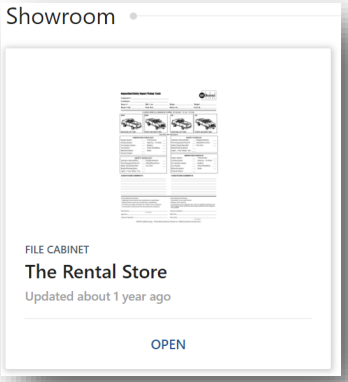


3 You will now be presented with the **Print & Copy Homepage**

4 Click on **My Files**

5 You are now presented with a Showroom of **Catalogs**
The Catalog contain preconfigured and ready to order print items

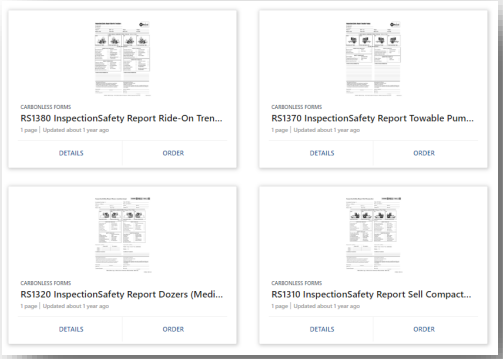
- Click **Open** to view a Catalog



Once you enter a Catalog **Orderable Items** are presented.

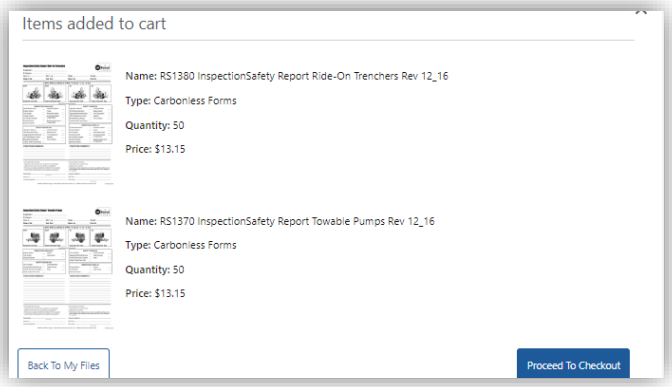
- Select the item you wish to order
- Click Order to Enter the Quantity
- Click Details to Preview or Add to Cart
- Click **Add to cart**

6



7 You are now presented with the items that were added to your cart

- To continue shopping click **Back to My Files**
- To check out click **Proceed to Checkout**



Order Questions:
855.302.8768 **Option 1**
Email: CPD.CustomerOnlineSupport@OfficeDepot.com