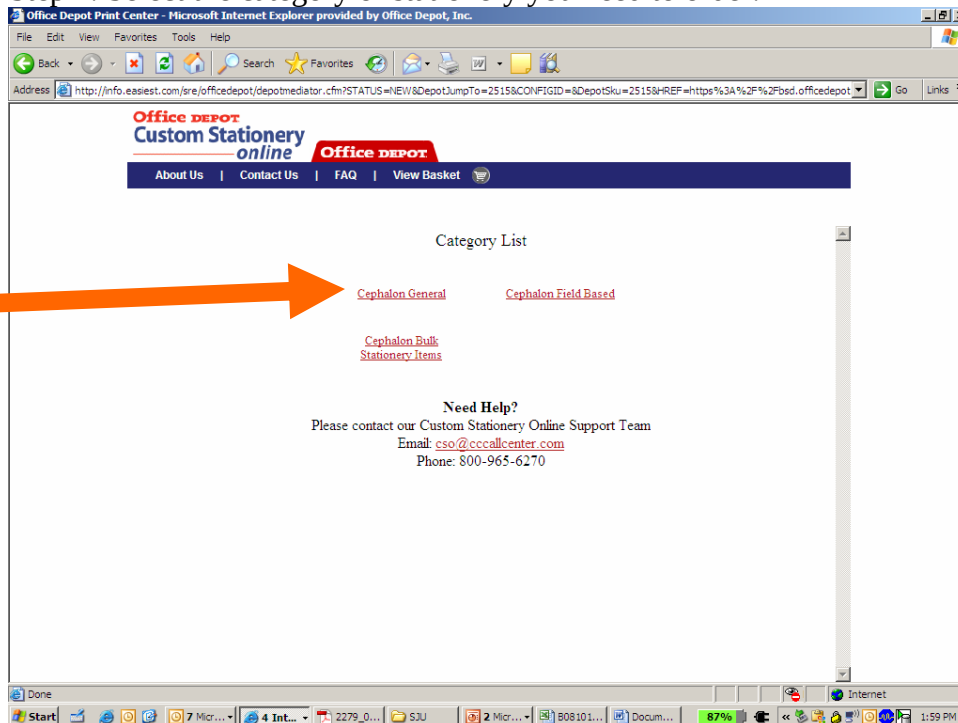


Cephalon Business Stationery Ordering Instructions:

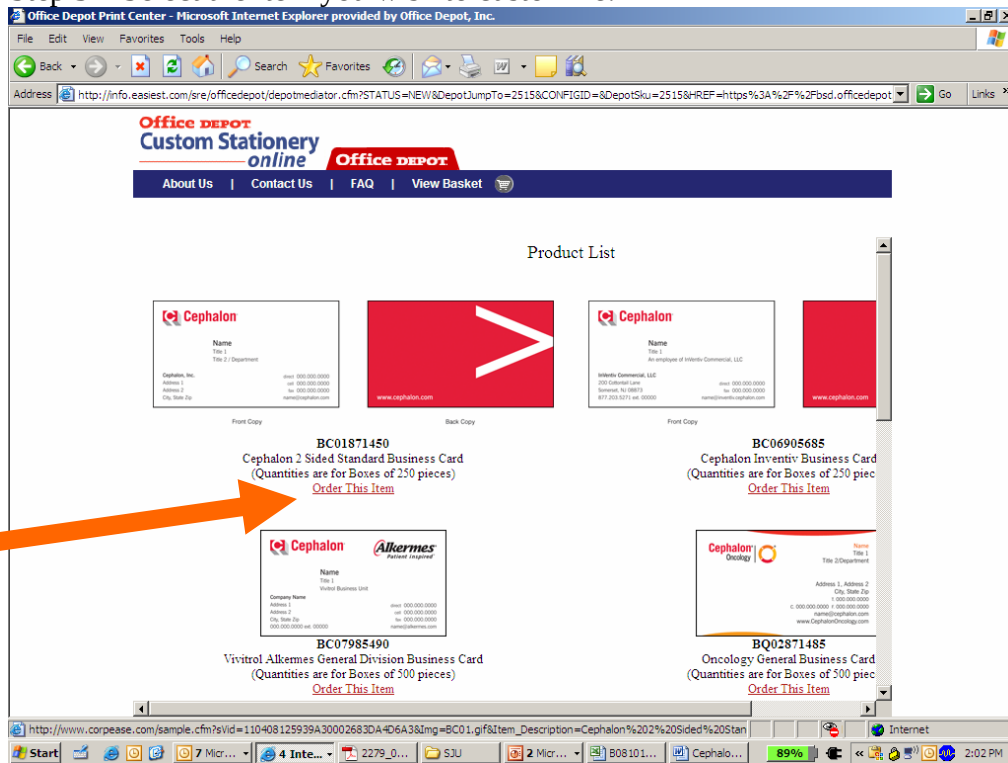
Step one – Log into the Office Depot Ordering Site at <http://bsd.officedepot.com> and click on the Cephalon Stationery Products Link from the Bulletin Board:



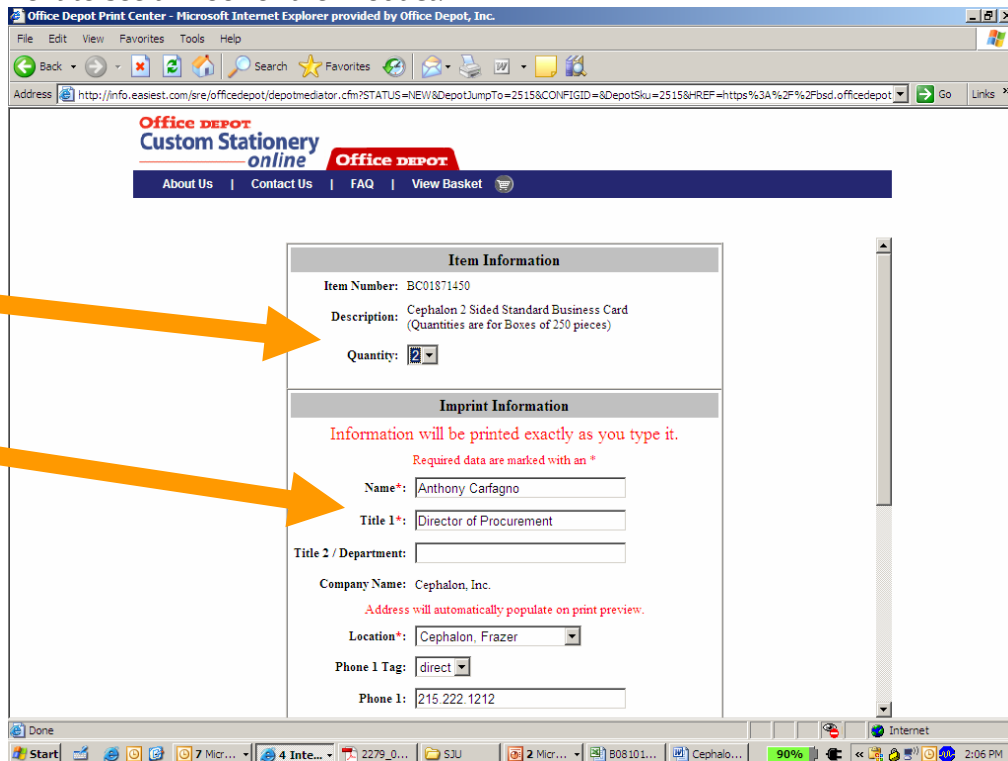
Step 2: Select the category of stationery you need to order:



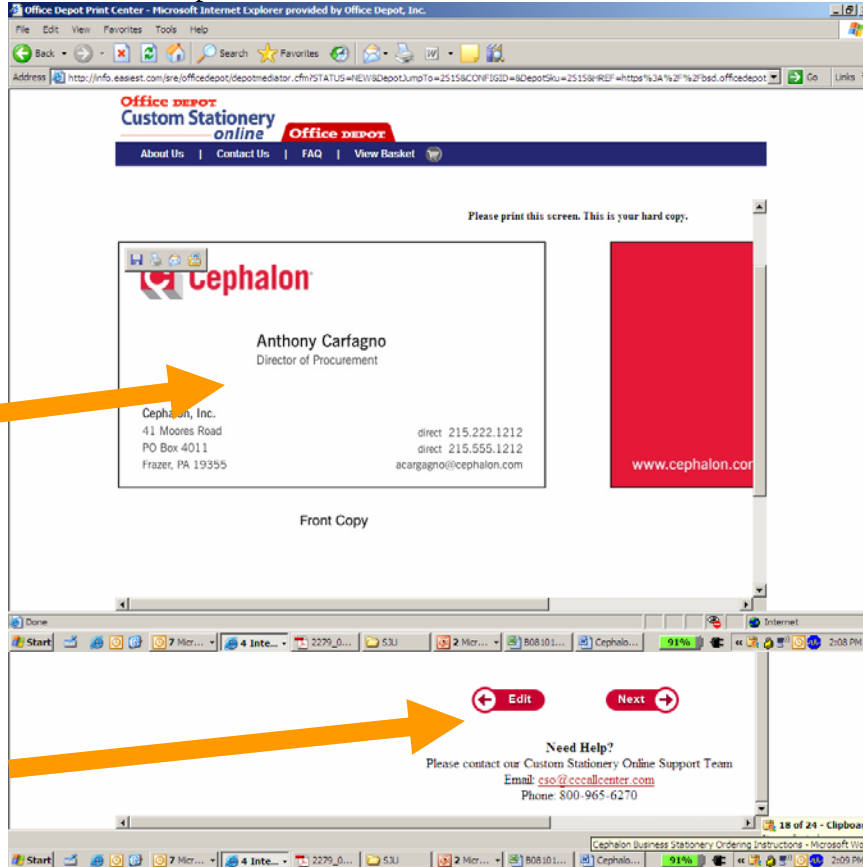
Step 3 – Select the item you wish to customize:



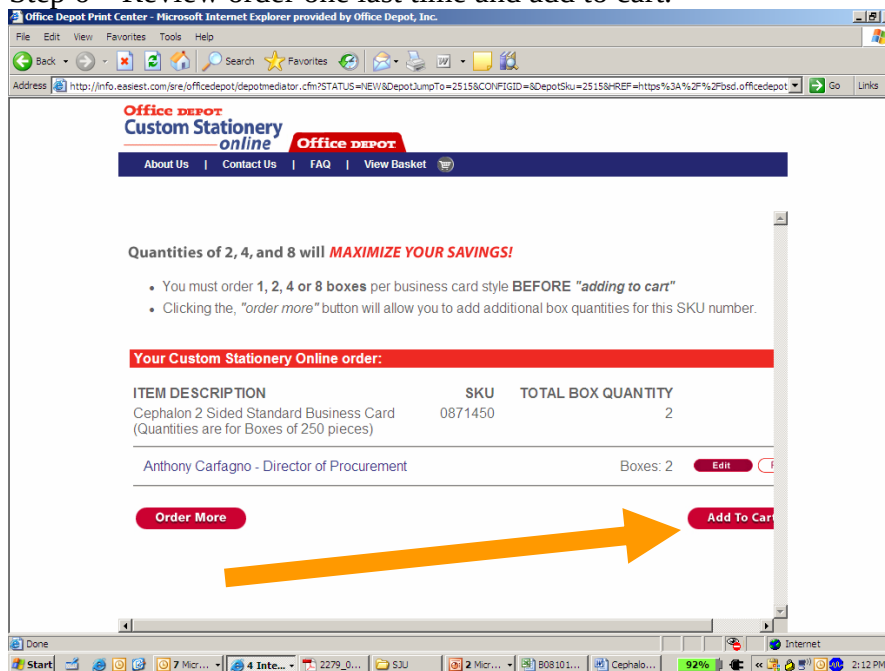
Step 4 – Select Quantity you wish to order, as well as customize the stationery. Click next to see a Proof of the Product:



Step 5 – Proofread your proof, print the screen as a hard copy proof and then either select edit or next to proceed with the order.



Step 6 – Review order one last time and add to cart.



Step 7 – Item is added to your cart, just select Checkout.

Cart Edit View - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/taylorBack.do?sessionId=0000lmBqD-ewA-bVvNTaVe3aNS0:10k57ro46?configId=31928086> Go Links

Office DEPOT
Business Solutions Division

Home Bulletin Board Tech Depot Design & Print

Office Supplies Furniture Technology Custom Printing Customer Services Company Info

Search for

Shopping Cart
1 item(s) in Cart
Subtotal: \$20.00
[View Cart](#) [Check Out](#)

Shopping Tools
Find Printer Supplies
Manufacturer:
Find a Store
Order Tracking
Order Approvals
Order by Item #
My Shopping Lists
My Profile
Account Center
User Profiles
Online Catalogs
Future Orders

Shopping Cart
Please review the contents of your Shopping Cart. If you do not want to purchase an item at this time, select the remove checkbox next to that item, or click the "Save for Later" arrow.

Item number	Entered item number	Our Price	Units	Qty	Back-Ordered	Total Price	Comments	Remove	Save for Later
871450	871450	\$20.00	box	1	0	\$20.00		☐	Save for Later
							Standard Business Cards, Imprint, Box Of 250		
							CUSTOM SPECIAL ORDER PRODUCT RETURN POLICY		
Subtotal: \$20.00									

[Continue Shopping](#) [Add to List](#) [Empty Cart](#) [Update Shopping Cart](#)

[Go to My Comparisons](#)
[Go to My Shopping Lists](#)
[Go to My Profile](#)

[Save for Later](#) [Checkout](#)

Your Greener Office

Site Info: Customer Services: Company Info:

Done

Start Microsoft Office Out... 3 Internet Explorer SJU 100% 3:20 PM