SMART™ PARTNERS

REWARDS

Together, we're better.

GOLD LEVEL

Office DEPOT®

Office DEPOT

SMART™ PARTNERS REWARDS

Together we're better

Succeeding in business is about building strong relationships. That's why we created the SmartPartners Rewards™ program, a loyalty program for small and medium businesses that have their orders delivered. As a SmartPartner, you get great deals. You get award-winning customer service. You can shop the way you like (online, by phone, by fax, in-store). When you succeed, we succeed. Together, we're SmartPartners.

SMARTPARTNERS REWARDS PROGRAM Gold level

10% off You pick 15 products and receive 10% off the everyday low web pricing (excludes technology and furniture)

15% off everyday low web pricing on 50 Office Depot® essentials

Everyday low web pricing for all other active products on the web and in our catalogs

WorkLife Rewards™ Program gives you additional savings and other benefits

Additional monthly special offers and incentives

FREE NEXT BUSINESS DAY DELIVERY on orders of $50 or more. Phone in your office supply order by 5:00 pm or fax it in by 3:00 pm and get it delivered the next business day, FREE! (Most furniture, some technology, oversized items and special order items are excluded. See your account manager for details.)

$4.95 NEXT BUSINESS DAY DELIVERY on orders under $50

Dedicated account manager

Dedicated SmartPartners hotline 87.SMART.OD1 (877.627.8631)

Store purchasing card, so you get the same discounts in-store

Account billing for flexible 30-day payment options

5% Back to Schools program now available to you as a member of the SmartPartners Rewards program

5% BACK TO SCHOOLS TERMS & CONDITIONS Limited to Pre-K-12th Grade. 5% of qualifying school supply purchases made during each program period will be offered to the participating school designated by each customer quarterly in the form of an Office Depot® Merchandise Card. Qualifying purchases are categorized as basic school supplies, i.e., notebook paper, pens, pencils, crayons, etc. Products that do not qualify are all technology and consumer electronic products and accessories, media and software that is not education or reference related; all furniture items and furniture accessories; all ink and toner cartridges; Gift Cards; postage stamps; purchases from Design, Print & Ship; and purchases made to contract business accounts (except those invited by Office Depot® to join). Credits are not available to schools with less than $10 in tallied credits per quarter. Unaccepted/declined credits are void. Other restrictions apply, visit your local Office Depot® for details. Office Depot® will honor up to $10 million in total credits to the designated schools that opt to participate.

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87.SMART.OD1 (877.627.8631)

OM:SP14.0409

Office DEPOT

SMART™ PARTNERS REWARDS

Together we're better.

SmartPartners is our loyalty program for customers who have their orders delivered. As a member of our SmartPartners Rewards™ program, you get great deals. You get award-winning customer service. And you can shop the way you like (online, by phone, by fax, in-store).

When you succeed, we succeed. Together, we're SmartPartners.

SMARTPARTNERS REWARDS™

GOLD LEVEL at a glance

10% off You pick 15 products and receive 10% off the everyday low web pricing (excludes technology and furniture)

15% off everyday low web pricing on 50 Office Depot® essentials

Everyday low web pricing for all other active products on the web and in our catalogs

Worklife Rewards™ program gives you additional savings and other benefits

Additional monthly special offers and incentives

FREE NEXT BUSINESS DAY DELIVERY on orders $50+ (some exclusions apply, see below for details)

$4.95 NEXT BUSINESS DAY DELIVERY on orders under $50

Dedicated account manager

Dedicated SmartPartners hotline 87.SMART.OD1 (877.627.8631)

Store purchasing card, so you get the same discounts in-store

Account billing for flexible 30-day payment options

5% Back to Schools program now available to you as a member of the SmartPartners Rewards program

10% OFF YOUR TOP 15 PRODUCTS + 15% OFF 50 OFFICE DEPOT ESSENTIALS

Create your own Top 15 List of items you'd like to get a 10% discount on (excluding technology and furniture). You can save lots on budget-intensive items.

SmartPartners get 15% off 50 Office Depot® essentials, a selection of office supplies that are ordered frequently. The complete list is in your SmartPartners Rewards program packet.

+10% back on ink, toner and paper with Worklife Rewards!

SmartPartners are eligible to join our Worklife Rewards™ program. This means you automatically get 10% back in Rewards on ink, toner and paper purchases and 1% back in Rewards on nearly everything else — ON TOP OF your other savings. Look inside for more details about these and other benefits.

Loyalty: a smart business strategy. Being loyal has real benefits.

Delivery: Free, or reduced! SmartPartners Rewards program members get FREE next business day delivery on orders of $50 or more (excluding most furniture, some technology, oversized items and special order items. Ask your account manager for details). For orders under $50, we've reduced the delivery fee for SmartPartners from $9.95 to $4.95.

Dedicated account manager. A trusted business advisor, your account manager can point you to the right products and services and help you stretch your budget, too.

SmartPartners hotline. We have a hotline just for our SmartPartners. Call with questions, place an order, or request a special order, and then get back to your own business.

Account billing. For qualified customers, account billing gives you the flexibility of paying every 30 days, rather than paying with a credit card every time you order.

Same discounts in-store. Need to run into one of our stores? With your Store Purchasing Card, you'll get the same discounts.

SMART STARTS AT SCHOOL!

With our 5% Back to Schools program, your company can "adopt" a nearby school. 5% of your qualifying purchases will be offered as credits for free supplies to the Pre-K – Grade 12 school of your choice. Look inside or ask your account manager for details.

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Office DEPOT

SMART™ PARTNERS REWARDS

Top 10 Smart Reasons to Partner with Us

Everything you need to run your office. From ink, toner and paper to breakroom snacks and cleaning supplies, from furniture to technology to printing services – when you need quality and value, we're your one source for all your office essentials.

World Class Delivery you can count on. Your order is our priority. We have thousands of items available for next business day delivery. Count on our outstanding on-time delivery record (99.94% in 2008) to bring you everything you need for your office – when you need it.

Outstanding environmental leadership. We carry 6,500+ environmental products and we offer green services, too. We've been recognized by a number of respected independent organizations for our green initiatives, including Office Products International, a global group which recently gave us their inaugural Outstanding Environmental Leadership Award 2009.

Award-winning customer service. You can rely on our customer service team for the help you need. We're the proud winner of the 2009 Stevie® Award for Sales and Customer Service in the category of "Customer Service Team of the Year — Recovery." And we were in the top five for overall Innovation in Customer Service. Serving you is a priority, always.

Shop the way you want, conveniently. By phone or fax, online with secure 24/7 ordering, or in any of our 1,000+ retail stores nationwide, you can get what you need quickly and conveniently.

The technology products and services you need. Anyone can bring you technology. We bring you more than 300,000 related products, plus a full line of technology services. Office Depot® is where small and medium businesses go for smart technology solutions.

More ink and toner choices. We carry a huge selection of national brand inks and toners, and we help your budget and the environment with high-quality Office Depot® Brand remanufactured ink and toner products.

Dedicated account managers. We understand your needs, and we can help. You'll partner with an experienced, consultative account manager, who has the product expertise and industry knowledge to help you manage all your office product needs.

Benefit from the Business Power of Diversity. You'll work with a partner who is committed to the development and success of women and minority-owned companies through Supply Chain Inclusion and our Tier One Mentor Program for disadvantaged firms. For the ninth year in a row, Office Depot has been recognized by DiversityBusiness.com as one of the "Top Organizations for Multicultural Business Opportunities" and for eight consecutive years as one of America's Top Corporations for Women's Business Enterprises by the Women's Business Enterprise National Council.

Innovation in Design, Print & Ship Services. Take advantage of a range of personalized service solutions from printing, copying and binding to imprinting and more. You'll be able to consult with a Xerox®-certified print specialist to confirm your print specifications, deadlines and prices prior to production. Best of all, you can order online and your items will be printed for delivery (or pick-up at stores only) virtually anywhere your business takes you.

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OM.SP05.0409

Office DEPOT

SMART™ PARTNERS REWARDS

SmartPartners get 15% off 50 Office Depot Essentials.

Things you use every day: sticky notes and highlighters, pens and pads of paper, scissors and staplers, and our always-popular "Red Top" copy paper.

SKU #	PRODUCT DESCRIPTION	PRODUCT CATEGORY	SMARTPARTNERS SAVINGS
729525	Wilson Jones® White 3-Ring Binder, 1"	Binders	
729558	Wilson Jones® White 3-Ring Binder, 1 1/2"	Binders	
729624	Wilson Jones® White 3-Ring Binder, 2"	Binders	
729640	Wilson Jones® White 3-Ring Binder, 3"	Binders	
185432	Purell® Hand Sanitizer with Aloe, 8 Oz.	Cleaning and Breakroom	
503576	Bottled Water, Case of 24	Cleaning and Breakroom	
717250	Imperial Recycled Multifold Towel, White, 250 Towels/Pk, 16 Packs in Case	Cleaning and Breakroom	
618405	Kleenex® 2-Ply Facial Tissue, 6 Boxes	Cleaning and Breakroom	
724461	Insulated Hot or Cold Cups, 12 Oz., 25/Pk	Cleaning and Breakroom	
849346	Scott® 2-Ply Toilet Tissue, Case of 80 Rolls	Cleaning and Breakroom	
308957	Office Depot® Brand (OD) Blk Binder Clips Large, 2", 12/Box	Clips	
429175	OD Jumbo Paper Clips, Silver, 100/Box	Clips	
429431	Binder Clips Medium, 12/Box	Clips	15%
975992	OD Mini Binder Clips, 9/16" Wide, 1/4" Capacity, 60/Box	Clips	
348037	OD Copy Paper, Letter size, 92 Bright, 20 Lb, Case of 10 reams	Copy Paper	
510352	Premium Multipurpose Paper, 96 Bright, 1 ream of 500 sheets, 8 1/2" x 11"	Copy Paper	OFF
576481	OD Correction Tape, Single Line, 2/Pk	Correction Products	
574817	OD 8 Big Tab Dividers, 8 1/2" x 11" - Recycled	Dividers	OUR
329576	OD Air Cleaning Duster, 10 Oz.	Electronics Accessories	
524935	Energizer® Max Alkaline AA Batteries, 24/Pk	Electronics Accessories	
330808	OD Clasp Envelopes, 9" x 12", Brown Kraft, 100/Box - Recycled	Envelopes	EVERYDAY
633888	OD #10 White Envelopes, 24 Lb, 500/Box	Envelopes	
844803	OD Interoffice Envelopes, 10" x 13", Brown Kraft, 100/Box - Recycled	Envelopes	LOW
810838	OD File Folders, 1/3 Cut, Letter size, 100 Pk - Recycled	File Folders	
810929	OD Hanging Folders, 1/3 Cut, Letter size, 25/Box - Recycled	File Folders	
810994	OD Hanging Folders, 1/5 Cut, Letter size, 25/Box - Recycled	File Folders	WEB
369571	Post-It® 4/Color Small Flags, Pack of 4	Flags	
958220	OD Pop-up Notes, 3" x 3", Yellow, 100 sheets, 12/Pk	Flags	
203190	Sharpie® Highlighters, Assorted Pack of 6	Highlighters	PRICING
239400	Brother® TZ-231 Black on White Tape, 0.5" x 26.2"	Labeling Accessories	
220424	OD White Laser File Folder Labels, 2/3" x 3 7/16", 1,500/Box	Labels	
612011	OD White Laser Printer Address Labels, 1" x 2 5/8", 3,000/Box	Labels	
612111	OD White Laser Printer Address Labels, 1" x 2 5/8", 7,500/Box	Labels	
305466	OD White Writing Pads, Letter size, 50 pages, 12/Box	Legal Pads	
305706	OD Legal Canary Writing Pads, Letter size, 50 pages, 12/Box	Legal Pads	
306902	OD Jr White Legal Writing Pads, 5" x 8", 50 pages, 12/Pk	Legal Pads	
203349	Sharpie® Black Fine-Point Markers, 12/Box	Markers	
203356	Sharpie® Permanent Red Fine-Point Markers, 12/Pk	Markers	
307512	EXPO® Original White Board Eraser, Soft Pile	Markers	
455469	EXPO® Chisel-Tip Dry-Erase Markers, Black, 12/Pk	Markers	
473765	OD Stainless Steel Scissors, Gray, 8" Pointed, ea	Scissors	
908210	Swingline® Standard Desk Stapler, Black	Staplers	
173336	Scotch® Black 1" Tape Dispenser	Tape & Dispensers	
520928	OD Invisible Tape, Refill, 3/4" x 1,000", Pack of 10	Tape & Dispensers	
107580	OD #2 Pencils, Medium Soft Lead, 12/Box	Writing Instruments	
181578	Paper Mate® Ballpoint Stick Pens, Blue Med Point, 12/Box	Writing Instruments	
181594	Paper Mate® Ballpoint Stick Pens, Blk Med Point, 12/Pk	Writing Instruments	
659623	Sanford® Uni-Ball® Onyx® Rollerball Pens, Blue Fine Point, Blk Barrel, 12/Pk	Writing Instruments	
659649	Sanford® Uni-Ball® Onyx® Rollerball Pens, Black Fine Point, 12/Pk	Writing Instruments	
664417	Sanford® Uni-Ball® Onyx® Rollerball Pens, Blk Micro Point, 12/Box	Writing Instruments	

PLUS, your savings on your Top 15 Products list. And more.

Call your account manager today. We'll set up a time to come by and discuss how we can help your company save as a SmartPartner.

officedepot.com/bsd

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OM.SP.07.0409

Office DEPOT

SMART™ PARTNERS REWARDS

Choose your top 15 items and save

Save on your top 15 Office Depot® product choices. Many people save by adding ink, toner and paper to their list. Typically, these supplies are big cost items for companies.

	SKU NUMBER	PRODUCT DESCRIPTION	SMARTPARTNERS SAVINGS
1			
2			
3			
4			YOUR
5			DISCOUNT
6			OFF
7			OUR
8			EVERYDAY
9			LOW
10			WEB
11			PRICING
12			
13			
14			
15			

BESTSELLERS

The following lists of popular items may help you make your own "Top 15 Products" list.

15 Printer and Copy paper bestsellers

Going green? Sustainability experts recommend looking for paper with at least 30% post-consumer recycled content. The more post-consumer recycled content, the better.

SKU #	Product
940650	Office Depot® Green 30% Recycled EnviroCopy™ Paper, Case of 10 reams, 8 1/2" x 11"
921408	Office Depot® Green 30% Recycled EnviroCopy™ Paper, Case of 5 reams, 11" x 17"
910838	Office Depot® Green 30% Recycled EnviroCopy™ Paper, 1 ream, 8 1/2" x 11"
536640	Office Depot® Brand (OD) Premium Multipurpose Paper, Case of 10 reams, 8 1/2" x 11"
510352	OD Premium Multipurpose Paper, 1 ream, 8 1/2" x 11"
593633	OD Premium Multipurpose Paper, Case of 5 reams, 11"x17"
841195	OD Copy Paper, 1 ream, 8 1/2" x 11"
536648	OD Copy Paper, Case of 5 reams, 11" x 17"
940593	OD Multipurpose Paper, Case of 10 reams, 8 1/2" x 11"
347005	Hammermill® Tidal Multipurpose Paper, Case of 10 reams, 8 1/2" x 11"
275474	Xerox® High-Speed Copy Paper, Case of 10 reams, 8 1/2" x 11"
348045	OD Copy Paper, Case of 10 reams, 8 1/2" x 14"
680017	Hammermill® Great White 35% Recycled Paper, Case of 10 reams, 8 1/2" x 11"
521980	Office Depot® Green 100% Recycled EnviroCopy™ Paper, Case of 10 reams, 8 1/2" x 11"
751441	OD 30% Recycled Laser Paper, 1 ream, 8 1/2" x 11"

15 Green bestsellers

Recycled paper is just one way to go green. Check out this list for other ideas.

SKU #	Product
303119	OD 56% Recycled Binder, EasyOpen® ClearVue™ cover
161488	OD 50% Recycled Storage Boxes, Letter/Legal size
821730	Webster Reclaim 100™ Recycled Trash Bags, Box of 80
521980	Office Depot® Green 100% Recycled Paper, Case, 8 1/2" x 11"
940650	Office Depot® Green 30% Recycled Paper, Case, 8 1/2" x 11"
920884	Avery® Recycled Legal Exhibit Dividers, 8 1/2" x 11"
597862	OD Recycled Easel Pads, 27" x 32", Box of 2 Pads
331000	OD 20% Recycled Kraft 9" x 12" Envelopes, Pack of 250
808584	Smead® "Workhorse" Recycled Expanding File, 10-Pack
936203	OD 30% Recycled Pressboard Classification Folders
422588	OD 30% Recycled Self-Stick Notes, Pack of 18 Pads
216031	TOPS® Second Nature® 100% Recycled Writing Pads
507554	OD Recycled Paper Towels, Case of 6 Rolls
873046	GE® Compact Fluorescent Specialty 3-Way Bulb
648112	OD Recycled Ink and Toner Cartridges

15 Cleaning and Breakroom bestsellers

These are some of our popular kitchen, breakroom and cleaning solutions.

SKU #	Product
179910	Keurig® Coffee Machine (large selection)
412990	Green Mountain Coffee® K-cups (large selection)
894780	Land O'Lakes® Mini Moos Creamer, Box of 180
427435	Folgers® Coffee Single Pot Pouches, Box of 36
943504	Splenda® Sweetener, Box of 400
208185	Diet Coke® Classic, Case of 24
827464	Dixie® Ultralux Paper Plates, Pack of 125
564070	Tylenol® Extra Strength, Box of 50 dosages
140504	OD 10 Gallon Clear Trash Bags, Box of 160
848808	OD 13 Gallon White Trash Bags, Box of 120
313338	23 Gallon Wastebasket, Square Gray
221481	7 Gallon Wastebasket, Black
333483	Kimberly-Clark® Lev-R-Matic® II Roll Towel Refills
333107	Scott® Jumbo Tissue Refill, Pack of 4 Rolls
416271	Softsoap™ Antibacterial Liquid Soap, 7.5 Oz.

SMART™ PARTNERS REWARDS

We are pleased to extend an invitation to our SmartPartners to join our Worklife Rewards™ program.

On top of your SmartPartners discounts (10% off your custom shopping list, 15% off our Office Depot® essentials list), our Worklife Rewards program can save you even more.

You get 10% back in Rewards on ink, toner and paper — IN ADDITION TO your SmartPartners discounts, not instead of. If you put ink, toner and paper on your custom shopping list, you'll save a total of 20% on these core items. That can really add up.

You also get 10% back on Design, Print & Ship services. And unlike other office supply retailers, our Rewards program gives you back 1% on nearly every other purchase you make.

It's our way of thanking you for your business.

WORKLIFE REWARDS™ at a glance

FREE MEMBERSHIP

10% BACK in Rewards on ink, toner and paper purchases

10% BACK in Rewards on Design, Print & Ship services

1% BACK in Rewards on nearly everything else

NO LIMIT to the amount of Rewards

Simple to redeem Every quarter in which you've earned at least $10 in Rewards, we'll mail you your Rewards card. You have 90 days to use it in-store, online, by phone or fax.

Rewards carry over If you earn less than $10 in a quarter, Rewards carry over from quarter to quarter for the calendar year.

Bonus offers See My Worklife Partners® at www.officedepot.com/bsd and click on Worklife Rewards on the left.

Bonus opportunities See My Special Offers at www.officedepot.com/bsd and click on Worklife Rewards on the left.

Earn Rewards

10% BACK on ink, toner and paper + **10% BACK** on most Design, Print & Ship services + **1% BACK** on nearly everything else

EXAMPLE:

Spend $100 on paper, get $10 in Rewards
Spend $250 on a camera, get $2.50 in Rewards
$10 PLUS $2.50 = $12.50 in Rewards

If you earn less than $10 in Rewards during a quarter, your Rewards will carry over from quarter to quarter within a calendar year.

MEMBERSHIP IS FREE. THERE'S NO LIMIT TO THE REWARDS YOU CAN EARN!

Spend Rewards

Rewards are issued in the form of an Office Depot Reward Card when you earn a minimum of $10. Reward Cards are issued within 60 days after the end of each quarter and are valid for 90 days from the date of issuance.

Our partners are your partners

SmartPartners who sign up for the Worklife Rewards program get money-saving discounts from our valued partners. If you're a road warrior, look for discounts from Avis®, Budget Rent-a-Car® and Enterprise®. To see all of your new partners, click on the My Worklife Partners™ link at www.officedepot.com/bsd and click on Worklife Rewards on the left.

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WORKLIFE REWARDS™: HOW IT WORKS

How to Register. To register for the Worklife Rewards™ program, you need to be participating in the SmartPartners Rewards™ program. You can contact your Office Depot account manager or call the SmartPartners hotline to register for Worklife Rewards.

87.SMART.OD1 (877.627.8631) Monday – Friday, 9:00 am – 8:00 pm (ET)

Once you've registered, you'll get an email confirmation with your Worklife Rewards member number and PIN. You'll need these to track your Rewards online or by phone.

Visit www.officedepot.com/bsd and click on the Worklife Rewards link to track your Rewards, find out about special offers and learn more.

How to Earn Rewards. To earn your Rewards, present your Worklife Rewards member card (or number) whenever you make a purchase.

1. Online: Enter your Worklife Rewards number when you check out
2. By Phone: Give your Worklife Rewards number to your customer service representative
3. By Fax: Include your Worklife Rewards number with your order
4. In-store: Show your Worklife Rewards member card at the register, or provide your Worklife Rewards member number to the cashier

If you forget to give your member number at the time of purchase, you can still get your Rewards. Just call the SmartPartners Program hotline, or go to www.officedepot.com/bsd, click on the Worklife Rewards link, then click on the Add a Purchase link and follow the directions.

How to Redeem Your Rewards. Every quarter, if you've earned at least $10 in Rewards, we'll send you an Office Depot Reward Card with the amount of Rewards that you've earned on the card. You have 90 days to use your Rewards. You can use them when you shop online, by phone, by fax, or in-store.

If you've earned under $10 in Rewards, we'll roll what you've earned into the next quarter of that calendar year, for the duration of the calendar year.

TERMS AND CONDITIONS: Rewards are granted on qualified purchases and exclusions apply. Excludes HP ink and toner. Rewards are paid quarterly in the form of an Office Depot® Reward Card when you earn a minimum of $10 in Rewards. Rewards carry over from quarter to quarter within a calendar year. Call Worklife Rewards™ at 866.322.3225, visit www.officedepot.com/bsd and click on the Worklife Rewards™ link, or ask your account manager for full details.

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Office DEPOT

SMART™ PARTNERS REWARDS

SmartPartners save with FREE next business day delivery on orders $50 and up.

You get free next business day delivery on orders over $50 (excluding furniture and a few other items — see our "fine print" below to see what applies).

With a little advance planning, you might never have to pay for shipping again!

Need a little something, fast? For orders under $50, SmartPartners pay only $4.95.

For those occasional orders under $50 that you need next business day, we've reduced the delivery fee for SmartPartners from $9.95 to $4.95. So you can get what you need without busting your budget.

What does "next business day delivery" mean?

- ORDER BY 5:00 pm (your time) online or by phone
- ORDER BY 3:00 pm (your time) by fax

and your qualifying order will be delivered the next business day (8:30 am – 5:00 pm your time, M-F).

Unfortunately, next business day delivery isn't possible in some places. Check with your account manager to see what applies in your area.

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OVER 13,000 ITEMS IN STOCK, READY TO SHIP!

In 2008, we had an order fill rate that averaged 99.47 percent — meaning we had what you needed in stock, ready to go, virtually all of the time. Order away!

99.94% ON TIME DELIVERY!

In 2008, we had an on-time delivery rate of 99.94 percent. We do our best to get you what you need, on time, all the time.

And please don't forget your carbon footprint.

A carbon footprint is the amount of carbon dioxide and other greenhouse gases emitted over the life cycle of a product or service. The more deliveries you ask for, the more CO2 we both emit into the air.

By consolidating your orders as often as possible, you'll cut down on your paperwork. But more importantly, you'll be doing the environment a favor. Fewer truckloads mean less CO2 in the air and a smaller carbon footprint.

The fine print: we can't move giant stuff quickly.

Most furniture, some technology products, oversized items and special orders are excluded from free delivery and next business day delivery. Ask your account manager for details.

OM.SP18.0409

Office DEPOT

SMART™ PARTNERS REWARDS

Your very own support team: your SmartPartners account manager

As a SmartPartner, you get a dedicated account manager — someone you'll know by name, someone who understands the challenges facing your organization, someone who's here to help you succeed, with smart products at the right price.

Dedicated SmartPartners Hotline:

SMARTPARTNERS HAVE A LINE DEDICATED TO THEIR NEEDS. CALL 877.627.8631 FOR:

- PLACING AN ORDER
- QUESTIONS ABOUT THE SMARTPARTNERS REWARDS PROGRAM
- PRODUCT QUOTES
- COMPLETING A RETURN
- TRACKING AN ORDER
- SPECIAL ORDER REQUESTS

officedepot.com/bsd

87.SMART.OD1 (877.627.8631)

YOUR ACCOUNT MANAGER...

...IS YOUR TRUSTED ADVISOR.

Your account manager will consult with you to find the perfect solutions for all your business needs — like helping you purchase the right media projector or select the ergonomic chair that best fits your needs. With Office Depot® as your partner, you'll find the products that meet your needs and your budget.

...CAN HELP YOU MAXIMIZE YOUR BUDGET.

The more we get to know your organization, the better we can help you, by anticipating your needs, finding alternatives and even suggesting operational ways you could cut expenses (such as double-sided printing).

Your account manager can also help you find creative ways to stretch your budget — for instance, by maximizing your custom You Pick Product list.

...UNDERSTANDS YOUR INDUSTRY.

Doctors need latex gloves, law offices need trial notebooks and everybody needs ink, toner and paper. Your account manager has specialized industry know-how that can simplify your day. He or she can help you solve the supply issues that come up in your particular line of work — so you can get back to it.

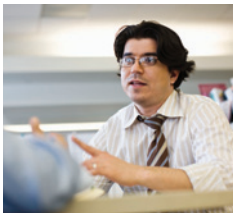
...CAN SIMPLIFY YOUR ORDERING AND BILLING PROCESS.

Your account manager can show you the easiest way to navigate our website and set up your online shopping lists (which makes refilling regular orders a snap). We can also show you how to take advantage of usage reporting. And should you ever need to, we can help you complete a return.

...CAN EXPLAIN YOUR SMARTPARTNER BENEFITS.

"Can I change my You Pick Product list?" "We're ordering a bunch of chairs. Do they qualify for free delivery?" "Do you know when my order will arrive?"

If you have questions about your SmartPartner benefits, just email or call. We're happy to help you make the most of your SmartPartner account.



We're here to help you. Call us anytime if you have a question, need a price quote or need help placing an order. If you're not sure, don't hesitate. Give us a call!

Your account manager: _____

Your account manager's direct line: _____

OM.SP20.0409

Office DEPOT

SMART™ PARTNERS REWARDS

Enjoy your SmartPartners Rewards™ discounts in-store.

Most of the time, you probably like to have your orders delivered. But every so often, you may need to go to an Office Depot® retail store. That's why we offer the Office Depot Store Purchasing Card. It means you get the same deals in-store as you would online, by phone or by fax.

MORE OPTIONS AT THE COUNTER.

Your Office Depot Store Purchasing Card isn't a credit card. It does reflect your SmartPartners Rewards discount pricing, your payment options and other relevant account information.

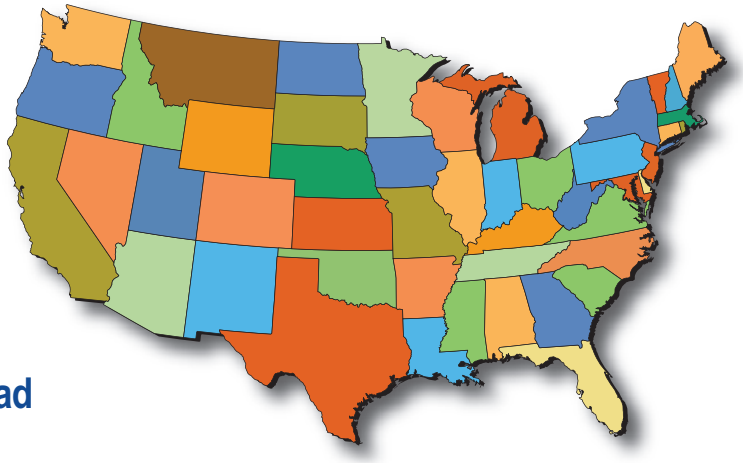
Depending on the options your company selects, you can:

- Pay at the register with cash, check or credit card.
- Or use your Store Purchasing Card to "put it on your tab" and pay later, if you opted for account billing.

Do I really need a Store Purchasing Card?

If you have all of your orders delivered, you may think that you don't need a Store Purchasing Card.

But you might be surprised at how convenient it is to have one, especially when something pops up at the last minute. It's nice to be able to run into any Office Depot retail store in the country and pull out your Store Purchasing Card, knowing that all of your SmartPartners Rewards discounts will automatically be applied.



WANT A CARD? TALK TO YOUR ACCOUNT MANAGER.

You'll find an application form for a Store Purchasing Card in this packet. Your account manager can give you more details about the program and help you register for the card.

If you decide you want a Store Purchasing Card later and you can't find the application, call your account manager or the SmartPartners hotline at 87.SMART.OD1 (877.627.8631). We'll email or fax you an application, or your account manager will bring it by.

Hit the road and save.

We have over 1,000 Office Depot retail stores around the country. If you're on the road and you need something fast, relax. Your contract pricing goes everywhere you and your Store Purchasing Card go.

And you'll always get the lower price.

When the cashier swipes your Store Purchasing Card, your SmartPartners Rewards account pricing is automatically in effect. But if the price in the store is lower, that's the price you'll get.

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OM.SP15.0409

Store Purchasing Card Application

Office DEPOT

BSD CLIENT INFORMATION:

Number of cards requested: ☐

ACCOUNT MANAGER

Please complete the information below as it should appear on the card. When requesting more than one card with different line information, a separate application is necessary.

x - Indicates lines to be completed by customer

Customer Account #: _____ x (Required)

Company Name: _____ x (Required) (Up to 25 characters)

Address Sequence #: _____ x

Payment type (A, B or O): _____ x
'A' = Account Billing
'B' = Both Account Billing and Other Tender (cash, check, credit card)
'O' = Other Tender Only (cash, check, credit card), No Account Billing

Customer Contact: _____ x Phone #: _____ x (Required)

☐ Mail card/cards to the Account Manager? Yes (if box is unchecked, all cards will be mailed to customer)

CUSTOMER

Cardholder Name: _____ x

Customer Address: _____ x City _____ x

State _____ x Zip / Postal Code: _____ x Phone Number: _____ x

Customer Signature: _____ x Date: _____ x (Required)

INTERNAL USE ONLY

NOTE: Please allow 3 weeks for application processing.

BSD CONTACT INFORMATION

Account Manager: _____ Location: _____

Correct Mailing Address: _____ City _____

State _____ Zip / Postal Code: _____ Phone Number: _____ Extension: _____

Fax Number: _____ E-Mail: _____

Account Manager's Signature: _____ Date: _____ (Required)

Important Notice: No Applications will be processed without a customer number, customer signature, account manager signature, BSD contact information and signed Terms and Conditions.

For 100+ endusers, please see the BSD intranet for automated registration process and form.

PLEASE NOTE: This application and the Terms and Conditions must be completed in order to process the application. Thank you!

Fax your completed and signed form to 888.438.9066. For questions, contact your account manager.

Office DEPOT

SMART™ PARTNERS REWARDS

Payment plans that fit your business needs.

There's a saying, "Mind the pennies and the dollars look after themselves." It's a smart mindset, one that works for organizations of all sizes. And it's why we offer flexible payment options — to help you succeed.

"Put it on my tab." Account Billing

Managing your cash flow is critical, and Account Billing is a great way to do it. If your organization qualifies, Account Billing means that you can run a tab and pay every 30 days.

Whether you order online, by phone, by fax, or in-store (using your Store Purchasing Card), the charges will automatically be posted to your Office Depot® account.

"Let's link my card to my account." Procurement Card

You can link your personal or business credit card to your account, turning it into a Procurement Card for Office Depot. When you pay with this card, you get your contract pricing, whether you're shopping online, by phone, by fax, or in-store.

If you'd like to turn your credit card into a Procurement Card, talk to your account manager. We'll help you get set up.

"I'd rather just charge as I go, thanks." Major Credit Cards

We accept MasterCard®, Visa®, American Express®, and the Discover® card, so if you prefer, you can charge as you go.

"We prefer to use company checks." Checks

You're welcome to pay by business or personal check in any Office Depot retail store, or when you're settling your Account Billing account at the end of your 30-day pay period.

"I'm old-fashioned. I pay in cash." Cash

You can always pay by cash when you're in an Office Depot retail store.

QUESTIONS?

Talk to your account manager. Or call the SmartPartners hotline, Monday – Friday, 8:00 am – 5:00 pm.

87.SMART.OD1
(877.627.8631)

Enroll for the Store Purchasing Card and pay by cash, check or major credit card when you shop in-store.

Office DEPOT

SMART™ PARTNERS REWARDS

SMARTPARTNERS SAVE ON COPY & FINISHING SERVICES

Whether you're preparing a big presentation or just need to polish your image, Office Depot can help you save time and money.

- Digital Printing
- Print On Demand
- Promotional Products
- Large Format Printing
- Business Forms
- Stationery

Color Copies
39¢
Black & White
3¢
Finishing Services
20% off

No Minimum Quantities

GET A BOX OF K-CUP® COFFEE, $10.50 A BOX - THAT'S A SMART DEAL!

A Broad Assortment of Quality Brands Office Depot customers can select from a broad assortment of branded specialty coffees, teas and hot cocoa. Coffee varieties range from light, medium, dark roasted, extra bold and decaf and include deliciously flavored coffees such as Hazelnut, French Vanilla and a variety of seasonal favorites. Tea selections include black teas, herbal teas, decaf tea and green tea. Find your favorite beverage from our selection of over 55 quality gourmet varieties or try something new every day.

Suit Your Individual Taste With gourmet coffees, teas and cocoa available through the Office Depot Single-Cup Coffee Program, customers are assured the finest quality beverages. Our gourmet coffees are carefully chosen, processed and roasted to perfection and kept fresh through quality packaging. Our fine teas offer a complementary blend of rich flavors that appeal to the senses. Taste the flavor and relish the aroma of our Green Mountain® premium coffees and teas, and enjoy beverages of unmatched flavor and character in the office daily.

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OM.SP.28.0409

Office DEPOT

SMART™ PARTNERS REWARDS

Smart starts at school!

We want kids to feel ready to take on the world. That's why everyone at Office Depot® is committed to children and schools. By supporting education initiatives, we help prepare kids to participate in the global community. The way we see it, tomorrow's workforce is sitting in today's classroom.

The 5% Back to Schools Program: When you shop, kids benefit.

OUR 5% BACK TO SCHOOLS PROGRAM IS AN EFFORTLESS WAY TO SUPPORT A SCHOOL IN YOUR COMMUNITY.

WHEN YOU BUY QUALIFYING PRODUCTS, 5% OF THESE PURCHASES WILL BE CREDITED TO A PRE-K – GRADE 12 SCHOOL OF YOUR CHOICE. EVERY QUARTER, YOUR SCHOOL CAN REDEEM CREDITS FOR FREE SUPPLIES.

Three simple steps to credit your school.

1. Be sure to give your school's 5% Back to Schools ID number each time you make a purchase.
2. Office Depot will total the qualifying purchases made each quarter.
3. Office Depot will offer your school 5% of the qualifying purchases in merchandise credit, which can be used towards FREE SUPPLIES.

What products qualify for school credit?

Basic school supplies qualify: pens, pencils, note pads, binders and more. Chances are, you're already buying things that qualify for credit. For a list of qualifying products and the terms and conditions, see the back of this page.

HOW DO I GET MY SCHOOL'S ID NUMBER?

- Email us at backtoschool@officedepot.com
- Call the SmartPartners hotline, 877.627.8631
- Visit an Office Depot retail store for a listing of school ID numbers

Any way you order, your school wins.

ONLINE
- After you place your online order, write down the order number
- Click on the 5% Back to Schools link on our home page, officedepot.com/bsd
- Fill out the form and include your school's ID number

PHONE Whenever you place an order on the SmartPartners hotline 87.SMART.OD1 (877.627.8631) or 888.2.OFFICE (888.263.3423), be sure to give your school's ID number

FAX Once you've received your order number, write it down and follow the same procedure as for online ordering

STORE Just give your school ID number to the cashier any time you make a purchase in an Office Depot retail store. Qualifying purchases are automatically credited to your school's account.

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5% BACK TO SCHOOLS PROGRAM QUALIFYING PRODUCTS

Here is a list of some qualifying products

Adding machine/POS roll	Financial calculator	Personal hygiene
Adhesives	Flag	Photo paper
Art/drafting papers	General ergonomic accessories	Poly filing
Art/drafting supplies	Graphing calculators	Portfolios
Ballpoint pens	Hanging file folders	Presentation markers
Basic labels	Highlighters	Project boards
Batteries	Hole punches	Report covers
Better pens/pencils	Index cards and files	Rollerball pens
Binders	Indexes/dividers	Rubberbands
Books	Inkjet labels	Rulers
Boxes/packing materials	Inkjet paper	Safes
Bulletin boards	Labeling accessories	Safety/security
Children's coloring	Laser labels	Scales
Cleaning supplies	Laser paper	School backpack/accessories
Clipboards	Lead/refills/erasers	School accessories
Clips/fasteners/push pins	Legal pads	School binders
Clocks	Letter opener/knives	Scientific calculator
Color copy paper	Machine card products	Scissors
Computer paper	Mailing supplies	Self-stick notes
Construction paper	Manual labelmakers	Sharpeners
Contract ruled paper	Maps and atlases	Sheet protectors
Correction products	Media labels	Signs and letters
Corrugated storage	Media storage	Specialty labels
Design papers	Multi-purpose paper	Specialty pens
Desk pads	Name badges	Stampers/accessories
Display calculators	Office stationery	Stapling
Dry erase boards	Office systems	Storage
Easel pads and easels	Organizer/reference	Tape and dispensers
Education and reference software	Overhead projectors	Teaching supplies
Electronic labeling	Packing tape/dispensers	Transparencies
Expanding files	Pads/wrist rests	Wastebasket/bags
Fax paper	Paper products	White copy paper
File folders	Paper trimmers	Wirebound notebooks
Filing/ID labels	Pencils	Wireless notebooks
Filler paper	Permanent markers	Writing journals

TERMS & CONDITIONS Limited to Pre-K-12th Grade. 5% of qualifying school supply purchases made during each program period will be offered to the participating school designated by each customer quarterly in the form of an Office Depot® Merchandise Card. Qualifying purchases are categorized as basic school supplies, i.e., notebook paper, pens, pencils, crayons, etc. Products that do not qualify are all technology and consumer electronic products and accessories, media and software that is not education or reference related; all furniture items and furniture accessories; all ink and toner cartridges; Gift Cards; postage stamps; purchases from Design, Print & Ship; and purchases made to contract business accounts (except those invited by Office Depot® to join). Credits are not available to schools with less than $10 in tallied credits per quarter. Unaccepted/declined credits are void. Other restrictions apply, visit your local Office Depot® for details. Office Depot® will honor up to $10 million in total credits to the designated schools that opt to participate.

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OM.SP16 .0409

STORE PURCHASING CARD TERMS AND CONDITIONS

In consideration of issuance of an Office Depot Store Purchasing Card(s) (the "Card") to the Business Solutions Division ("BSD") contract account client (the "BSD Client") and upon submission of an application, the BSD Client agrees to be bound to the following Terms and Conditions applicable to the use of the Card:

1. The Card is not a revolving or any other type of credit card and does not establish any new account, or extend credit to the BSD Client. The Card is an identification card only allowing purchases at Office Depot retail stores to be made at the contract pricing established by the BSD contract account.
2. It is agreed that use of the Card at point of sale is required to receive the BSD Client's BSD contract account pricing.
3. The Card is non-transferable. The BSD Client may authorize its employees or other individuals to utilize the Card, but the BSD Client remains fully responsible for the payment of all purchases made by use of the Card, whether the use is authorized by the BSD Client or not.
4. The BSD Client is responsible for all purchases made by any use of this Card including instances where the card has been lost or stolen and then used by an unauthorized individual. In the event the card is lost or stolen it is the BSD Client's responsibility to contact Office Depot immediately at 888.438.4037. Upon receipt of notification by Office Depot, an immediate hold will be placed on the account preventing any further transactions via use of the Card.
5. The accepted form(s) of payment for all purchases made through the use of the Card is established upon submission of an application. Accepted forms of payment for transactions include (i) account billing, (ii) account billing and other types of payment (cash, check, credit card), or (iii) other types of payment only.
6. For purchases made with account billing, a dollar limit must be established for the Card on a per transaction and per day basis. The limits are set by the BSD Client. The Card transaction limits may be adjusted by the BSD Client only upon submission of a revised application. The use of the Card must be discontinued during periods where the transaction limits have exceeded the BSD contract account billing limits.
7. Coupons issued by Office Depot that are valid in-store, by phone or fax, and at www.officedepot.com are not valid for purchases made by Business Solutions Division contract account clients.
8. If the BSD Client's BSD contract account has been discontinued, the Card is no longer valid and must be destroyed.
9. The use of the Card must be discontinued and the Card(s) immediately destroyed or returned to Office Depot in the event that the BSD Client (i) is unable to pay its accounts or other amounts, (ii) is about to sell all or substantially all of its assets, (iii) anticipates the likelihood of bankruptcy or any assignment, or appointment of a receiver, for the benefit of creditors, or (iv) is notified by Office Depot to discontinue use of the Card, which Office Depot may do in its sole discretion.
10. If the use of the Card is discontinued for any of the above reasons, all Cards must be destroyed and it is the responsibility of the BSD Client to notify its employees or other authorized individuals to destroy the cards in their possession.
11. Office Depot reserves the right, at any time, to change any of the terms under which the Card (s) have been issued or to unilaterally revoke or terminate the Card for any reason.

OM.SP22.0409

SMARTPARTNERS REWARDS™ Terms and Conditions

The SMARTPARTNERS REWARDS ("Program") is a pilot program available to select business contract customers or potential customers that Office Depot invites to join ("Members"). At this time, however, it is not open to any other customers or potential customers.

Current customers that are invited to join and wish to join must switch their existing price plans and contracts to the pricing included in this Program.

The Program consists of the following items:

- Core List Discount: A 15% discount off of our everyday regular officedepot.com prices on a fixed core list of products set by Office Depot. The fixed core list may be changed with or without notice from Office Depot at any time.
- Custom List Discount: You can create a list of products on which you will receive a discount based upon our everyday regular officedepot.com price ("Your Picks"). The discount and number of products you may choose are set forth on the overview page. However, the products that constitute Your Picks can only be modified by you annually.
- All other products available on officedepot.com/bsd and in our Big Book Catalog, outside of the Core List and Customer List Discounts, will be priced at our everyday low regular web price on officedepot.com.
- Custom products, special order, and discontinued products are priced at 5% off of list prices.
- Opportunity to participate in the 5% Back To Schools program, subject to the terms and conditions of such program, which are incorporated herein.
- Opportunity to receive and use the Store Purchasing Card subject to the terms and conditions of the card, which are incorporated herein.

If a product on the "Your Pick" list becomes discontinued during the course of the year, Office Depot reserves the right to modify your product listing and replace the discontinued item with an equivalent substitute.

Program Members are responsible for taxes, charges or other liabilities related to or resulting from their participation in the Program.

By participating in the Program, you consent to these terms and conditions ("Terms") of this Program. Any changes to the Terms will be effective immediately upon posting at www.officedepot.com/bsd.

Office Depot reserves the right, in its sole discretion to modify, limit or terminate the Program, or any portion thereof, at any time, with or without prior written notice.

Your Program Member information will not be sold or rented to any company outside of Office Depot and its affiliated companies. In order to facilitate your account, we may share your information with our trusted vendors, who have agreed to keep your information confidential. Your information will be used for the purpose of account maintenance, improving not only your customer experience but also the range and types of products and services offered by us to you, as well as to notify you of special offers, promotions, and/or catalogs which may be of interest to you. Of course we will comply with all laws regarding information access by federal and state authorities and may use such information to protect the integrity of the Program or the safety of the members. If you do not wish to have your member information utilized in this manner, you may cancel your participation in the Program at any time by contacting your account representative.

Office Depot assumes no responsibility for errors caused by incorrect Member information.

The interpretation and application of the Terms are in the sole discretion and determination of Office Depot, which in each case shall be final and conclusive.

The laws of the State of Florida, without regard to its conflict of laws rules, will govern the Terms, as well as your and our observance of them. If you take any legal action relating to your use of the Program or the Terms, you agree to file such action only in the state and federal courts located in Palm Beach County, Florida.

If Office Depot fails to act with respect to your breach or anyone else's breach on any occasion, Office Depot is not waiving its right to act with respect to future or similar breaches.

The Terms, together with those items made a part of these Terms by reference, make up the entire agreement between us relating to the Program, and replaces any prior understandings or agreements (whether oral or written) regarding the Program. If a court finds any of the Terms to be unenforceable or invalid, that Term will be enforced to the fullest extent permitted by applicable law and the other Terms will remain valid and enforceable. The Program is void where prohibited by law.

Office DEPOT®

Taking Care of Business

OM.SP.10.0409