



Office Supply Program
Government Printing Contractor
Contractor # 460-65207
PO# R2314

Account Rep: Kevin Zickler

Office Phone Number: (206) 420-4048

Cell Phone Number: (206) 388-7411

Fax Number: (206) 260-7402

E-Mail: kevin.zickler@officedepot.com



Web site
Login Name and Password

Office Depot GSA schedule number is **GS-14F-0040K**. Contract period until 9/20/10

You will need the following two numbers for phone and fax orders or returns.

Your account number

Your ship to number

To place an order by phone call 1-888-263-9586

To place an order by fax 1-888-811-7272

BSD web site address bsd.officedepot.com

My Login is

My Password is

BSD web site help desk 1-800-269-6888

Your account manager is Kevin Zickler

Office: 206-420-4048

Cell: 206-388-7411

Fax: 206-260-7402

E-mail: kevin.zickler@officedepot.com

Thank You!

Kevin Zickler

Kevin Zickler

Office Depot Business Solutions Division

Account Manager Federal Sales Northwest



HOW TO USE YOUR ACCOUNT

With Office Depot you can order in several different ways:

On Line Ordering

With our custom web site you can:

1. Process orders quickly
2. Get Instant access to your pricing and inventory
3. Locate "hard to find items quickly
4. Review order history
5. Keep frequently ordered items on file
6. Track your order from placement to delivery
7. See who signed your order
8. Place returns online

Office DEPOT
Business Solutions Division

Home | Bulletin Board | Tech Depot | Design & Print

Office Supplies | Furniture | Technology | Custom Printing | Customer Services

Search for **SEARCH**

Shopping Cart
0 Item(s) in Cart
Subtotal: \$0.00
[View Cart](#) | [Check Out](#)

Shopping Tools

- [Find Printer Supplies](#)
Find Printer Supplies
Manufacturer
- [Find a Store](#)
- [Order Tracking](#)
- [Order Approvals](#)
- [Order by Item #](#)
- [My Shopping List](#)
- [My Profile](#)
- [Account Center](#)
- [Online Reporting](#)
- [Green Book Online](#)
- [Online Catalogs](#)
- [Future Orders](#)

Find Printer Supplies:
Finding the right ink for your printer/copier is easy with the Office Depot Toner/Ink QuickFind. Just select the manufacturer, select the printer or copier, and we will show you all the toner or ink that will work with your machine.

Order Tracking:
Use this tool to track recent orders.

Order Approvals:
Once you receive an e-mail, use this link to release orders.

Order by Item #:
Quickly add items to your shopping cart or custom shopping list by entering an item number and quantity. Simply key in the item number, the quantity, and click "Add To Cart" or "Add To List."

My Shopping Lists:
My Shopping Lists enable you to view and purchase multiple products in one place. They're great for quickly reordering items you purchase frequently.

Online Reporting:
Gives you the ability to:

- Create, analyze, and print usage reporting.
- Sort the history of your purchases by summary, cost center or ship-to location



Contact Information

Contacts

Your primary contact will be the Office Depot Customer Service Team. This team of associates specializes in understanding your office product supply needs. Our goal in developing this unique team is to offer our customers a knowledgeable group of associates to achieve superior customer service.

Customer Service Telephone Number: **(888) 263-9586**

Customer Service is available from 8:00 am until 5:00 PM.. Please contact Customer Service to place orders, schedule returns, check pricing, or discuss recent orders.

I am often out of the office on sales calls. If you have questions regarding special orders, want me to visit your office, or if you have inquiries regarding other Office Depot services, please call my voice mail and I will contact you as soon as possible.

Account Manager:	Kevin Zickler
Home office:	(206) 420-4048
Cell:	(206) 388-7411
Fax:	(206) 260-7402
E-Mail:	kevin.zickler@officedepot.com

Office Depot Business Services Division

<http://bsd.officedepot.com>



Delivery Schedule

Next Day Delivery

Telephone and online orders placed by 5:00 PM will be delivered the next business day. Fax orders placed by 4:00 PM will be delivered the next business day.

Back Orders

All catalog items are in stock, diminishing the chance of back orders.. In-stock back orders are automatically filled within one (1) to three (3) working days from automatic replenishment of inventory and a re-order is not necessary. Your packing slip will identify back ordered items. The Internet ordering system actually notifies you immediately of any possible low-stock condition. Customer service can update you on the status of a back order at any time or you may track your order online under the Order History/Tracking icon.

Returns

Your complete satisfaction is our primary concern. You may return most items in their original packaging within 30 days. We will gladly replace the item or refund your account. To process a return, log on to the internet or call **Customer Service** at **(888) 263-9586** with the following information:

Your Account Number

The order number on the packing slip

- The product number and unit of measurement of the item to be return
- The reason for the return

Your **Customer Service Representative** will assign a **Return Authorization Number** and inform you of the process to return the item.



Billing and Remittance

To Add a Ship-To

To add a Ship-To location, please contact your account manager.

To change your billing address

If you have a correction or change to your billing address, please contact your Account Manager.

P-card Set-up

To have your credit card linked as a P-Card to get your contracted price at one of our local retail stores, please contact your Account Manager.

Office Depot Federal Tax ID Number

Office Depot's Federal Tax ID Number is 59-2663954

Credit Terms

Office Depot's standard terms are Net 30 days.

Remittance Address for Business Services Division Account

Office Depot, Inc.
PO Box 70025
Los Angeles, CA 90074-0025

Please note: Invoices and statements have the remittance location clearly indicated.

Phone Numbers

Credit Services: (800) 222-1404
Tax Department: (800) 937-3600 x 84353
Payment Inquiries: (800) 341-2340





Office Depot Products and Services

Office Supplies

Our commitment as a company is to supply your office product needs with brand name and private label, quality products. We have 12,800 in-stock office supply products ready for delivery! If you are unable to locate an item online or in the catalog, Customer Service may be able to assist you in ordering it.



Furniture

Office Depot's Business Services Division inventories more than 1,100 different furniture items at all times. So in addition to being able to order more specialized pieces, you can always choose from a vast assortment of stocked furniture and know your selection is available for immediate delivery.

Business Machines, Computer Supplies and Accessories

Our office technology offering includes the most up-to-date listing of brand name products.



Office DEPOT[®]

Taking Care of Business

Technology

Over 60,000 products such as workstations, networking, notebooks, PCs, monitors, servers, printers and more. Services include equipment leasing, software licensing and special volume price discounts. See your account manager for more details.



Printing Solutions

Office Depot is now a contractor with the Government Printing Office (GPO) to produce printing needs directly. Through the Simplified Purchase Agreement (SPA) offered by the GPO Office Depot has made it easy to order stationery and personalized items online when it's convenient for you. With Custom Stationery Online you can create custom stationery at any time. At Your Company Store Online, you can order embroidered apparel, promotional products, and more in a few simple clicks. Both Custom Stationery Online and Your Company Store Online orders will be integrated with your standard BSD billing...so there's only one invoice to track, one payment to make!

Janitorial/Sanitation Supplies

While Office Depot has great savings on office supplies, we can help you maximize your purchasing power with competitive pricing on top-brands of in-stock janitorial products. We offer, among others, cleaners, wastebaskets and bags, mops and brooms, paper products, first aid products, safety items, recycled bins, air fresheners, hand trucks ladders and stools.





Furniture Services

We offer professional CAD design services and project management to help you plan a new office, reorganize an existing space or oversee moves and reconfigurations. Our services include:

- Interior Space Planning
- Floor plans
- Ergonomic Consultations
- Budget Development
- Furniture Leasing Options
- Installation
- Warehousing

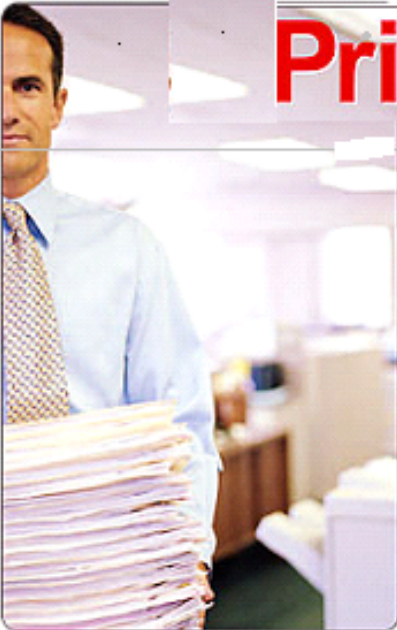
Contact your account manager if you are looking for:

- Panel systems
- Executive furniture
- Computer furniture
- Seating
- Shelving
- Filing
- Storage
- Lighting
- Specialty furniture
- Conference room



Office DEPOT[®]

Taking Care of Business

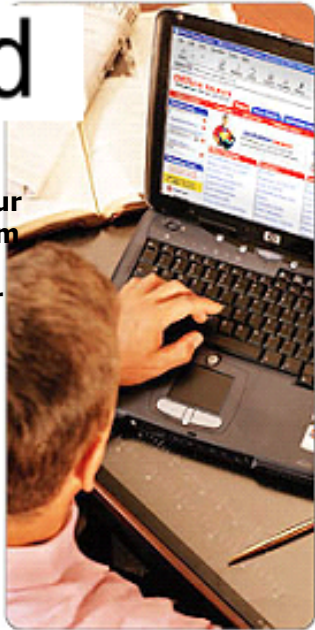


Print on Demand

Now your business can enjoy professional, full service printing, copying, binding and finishing whenever you need it. Just upload your documents and we'll deliver them from one of our nearest Regional Print Facilities from around the country or pick-them up at any store location.

- No job too big...or too small
- Build and preview your order online
- Complete finishing capabilities including binding, stapling
- Get a timely phone call -from a live printing expert
- Presentations, brochures, flyers

Upload Document



Promotional Products

- Writing Instruments
- Calendars & Planners
- Drinkware
- Bags & Briefcases
- Business accessories
- Recognition awards
- Magnets



Custom Imprinting

- Business Cards
- Letterhead & Envelopes
- Checks & Forms
- Custom Stamps
- Name Plates & Badges
- Calendars
- Holiday Cards

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Government Printing Contractor # 460-65207
Purchase Order # R2314



Recycled Products/Programs

Office Depot offers a full line of recycled, reusable and refillable products. We understand the obligations businesses must meet in the upcoming years relative to waste reduction. We are committed to providing every opportunity to you to meet these requirements with office product purchases and recycling programs.



Toner Cartridge Recycling Program

The program provides three options of recycling toner cartridges, depending on the customer's method of delivery:

- If the customer receives Desktop Delivery, the empty toner cartridge is placed on the original carton, marked "used" and handed to the driver on the next visit.
- If the customer receives Dock or Receiving Delivery, the empty toner cartridge is placed in the original carton marked "used" and given to the internal receiving or delivery person to return with the next schedule delivery.
- If the customer is in a remote location and their office products are delivered via UPS or by some other means internally within the company, the empty toner cartridges are collected in a special collection box that is provided to you. The full box of empty toner cartridges is mailed back with a return label that is provided. To order collection boxes simply order

- 621-558- For inkjet cartridges**

- 650-988- For laser toner**

and the collection boxes will arrive on your next delivery.

We actively:

- Recycle Supplier Corrugated Boxes
- Recycle White Paper
- Utilize only recycled boxes to ship our products to customers
- Use boxes that contain recycled fibers and are printed with earth-friendly water based inks



Vendor Diversity (HUB)

To support our commitment to Vendor Diversity HUB (historically underutilized business) and ensure that our supplier base adequately reflects today's global marketplace, Office Depot has taken the following steps:

- Office Depot actively seeks out HUB businesses through vendor fairs and trade shows.
- Office Depot offers HUB vendors equal opportunity in the vendor selection process.
- Office Depot has formed strong partnerships with diverse businesses and HUB member organizations, such as the National Minority Supplier Development Council and the Women's Business Enterprise National Council.
- Office Depot has highlighted the products of HUB vendors in our national catalogs to further promote them and to educate our customers as to their availability.
- Office Depot has empowered our HUB vendors to become self-sustaining and competitive providers of goods and services to our corporation and our customers.

Many of our customers choose to order from HUB vendors, which are why we carry such a great variety of products-from copy paper to business machines to candy.

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