



Office DEPOT®



How to Order Promotional Products The McClatchy Company Account # 28400190

Product Categories

Office DEPOT.

- Automotive
- Badge Holders
- Bags & Travel
- Business & Desk
- Calendars
- Drink ware & Accessories
- Gift & Awards
- Golf & Sporting Goods
- Health & Personal Care
- Key holders
- Leisure Products
- Stress Balls
- Time & Electronics
- Tools & Knives
- Writing Instruments
- Wearables



OVER 1,300 ITEMS!

OD Promotional Products

Office DEPOT.

Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/index.do>

Google

Office DEPOT
Business Solutions Division

Sign my company up About Office Depot About BSD Trouble logging in?

Login
Existing Customers

Please enter your login name and password

Login name:

Password:

Autologin ☐

[Forgot Your Password?](#)

New Customers

I am a...

- Home Business (1-24 Employees)
- Small Business (25-75 Employees)
- Medium-Size Business (75-250 Employees)
- Large Business (250+ Employees)
- National/Global Company
- Government Customer
- Healthcare Solutions
- Education Solutions

BSD Customer Service: 1-888-2-OFFICE (1-888-266-3333)
For Delivery, Order, and Product Related Questions

BSD Technical Support Desk: 1-800-269-6888

Make the Web work for you! Use Future Orders when...

1. Your Login Name is **mcclatchy promo** and your password is **mcclatchy**.

Done

Start 4 Microsoft Office... Google Desktop: F... Office Depot - Mi... McClatchy Microsoft PowerPoi... 8:42 AM

OD Promotional Products

Office DEPOT.

Office DEPOT
Business Solutions Division

Welcome MCLATCHY ENDUSER of MCLATCHY PROMO ACCT

Home Bulletin Board Design and Print

Office Supplies Furniture Technology Custom Printing Customer Services Company Info

Search for **Search**

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

Shopping Tools
[Find Printer Supplies](#)
Manufacturer **GO**
[Find a Store](#) **→**
[Order Tracking](#) **→**
[Order Approvals](#) **→**
[Order by Item #](#) **→**
[My Shopping Lists](#) **→**
[My Profile](#) **→**
[Green Book](#) **→**
[Future Orders](#) **→**

Bulletin Board **Continue**
Last update by: OD MAINTENANCE
NOTE: We are unable to accept returns on custom imprinted items unless the products are defective.

Messages From Office Depot **Continue**
The new 2007 - 2008 Business Solutions Division catalog is available now!

1. BEFORE BEGINNING (THE FIRST TIME ONLY):
Please click on "My Profile" located on the navigation bar under Shopping Tools. Once there, click on "Select Ship Tos" and look to see if your shipping address is listed. If not, please contact your Account Manager to set up. If your address is listed, you can continue on with your order, by clicking on the "Design and Print" tab found at the top and follow the prompts. When checking out, please make sure to select the appropriate address for shipping.

OD Promotional Products

Office DEPOT.

Office DEPOT
Business Solutions Division

Home Bulletin Board Tech Depot Design and Print

Office Supplies Furniture Technology Custom Printing Customer Service Company Info

Search for [] Search

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

Shopping Tools
Find Printer Supplies
Manufacturer []
Find a Store
Order Tracking
Order Approvals
Order by Item #
My Shopping Lists

Bulletin Board
Last update by: ANITA WILLIAMS

Office DEPOT.
Making Care of Business

Please do not edit the text on this bulletinboard.

Thank you for choosing Office Depot BSD

1. IMPORTANT NOTE: Before continuing, please make sure that you have enough credit to charge this order on your card! This is a CREDIT CARD ACCOUNT ONLY. If your job will exceed your credit limit OR you are in need of items not found on the Office Depot website, please make sure to contact you local Office Depot Account Representative and they will assist you in placing the order. If you have any difficulty reaching your local Office Depot Representative please contact the program Administrator (Darrin Cowie) at (818) 359-7455 and he will gladly help you!

Office DEPOT.

Local intranet

Online Navigation

Office DEPOT.

Office DEPOT
Business Solutions Division

[Home](#) [Bulletin Board](#) [Tech Depot](#) [Design and Print](#)

[Office Supplies](#)

[Furniture](#)

[Technology](#)

[Custom Printing](#)

[Customer Services](#)

[Company Info](#)

Search for

[Search](#)

Shopping Cart

0 Item(s) in Cart
Subtotal: \$0.00

[View Cart](#) | [Check Out](#)

Shopping Tools

Find Printer Supplies

Manufacturer

[Find a Store](#)

[Order Tracking](#)

[Order Approvals](#)

[Order by Item #](#)

[My Shopping Lists](#)

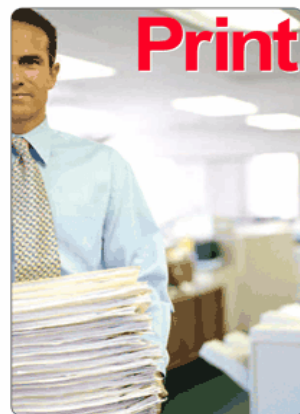
[My Profile](#)

[Account Center](#)

[User Profiles](#)

[Future Orders](#)

Powerful NEW services to help you take 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 get them ready for pickup at any of our more than 1,000 stores.

- All major file types are accepted
- No job too big...or too small
- Build and preview your order online
- Complete finishing capabilities including binding, stapling, folding, etc.
- Get a timely phone call—from a live printing expert—confirming your print job!
- Presentations, brochures, flyers, books and more...done right & on time!

[Upload Document](#)



Promotional Products

- Logo Apparel
- Advertising Specialties
- Pens & Pencils
- Sporting Goods &
- Golf Products
- Drinkware
- Awards
- Calendars & Planners
- Stress Balls
- Tools & Lights
- Magnets
- Bags & Travel
- Accessories
- Key Chains
- And More!

Need great giveaways for a special event or gifts for best customers? Want to put your name and logo in front of clients every day? Let us help you or engrave your logo on any of the thousands of promotional products available, and watch your business grow.

[Get Started NOW](#)



Custom Imprinting

- [Business Cards](#)
- [Letterhead & Envelopes](#)
- [Checks & Forms](#)
- [Custom Stamps](#)
- [Name Plates & Badges](#)
- [Calendars](#)
- [Greeting Cards](#)

Whether you need business cards or personalized stationery, sticky notes or legal pads, we've got you covered. We have a full line of products that will look great with your business name on them!



The screenshot shows the Office DEPOT Business Solutions Division website. The top navigation bar includes links for Home, Bulletin Board, Tech Depot, and Design and Print. Below this is a search bar and a list of categories: Office Supplies, Furniture, Technology, Custom Printing, Customer Services, and Company Info. A shopping cart icon indicates 0 items in the cart. A large red banner promotes 'DESIGN & PRINT SERVICES NOW AVAILABLE ONLINE!' and 'PROMOTIONAL Products • Building Brand Value!'. A list of promotional products is shown, including Wearables, Bags & Travel, Drinkware, Sports & Leisure, Key Holders, and Pens and Pencils. A green arrow points to the 'Narrow Your Results' section, which lists various product categories like Automotive, Awards & Recognition, Bags, Business & Desk, Calendars & Planners, Clocks & Watches, Computer Accessories, Drinkware, First Aid Kits, Food & Drinks, Gift Sets, Golf Products, Healthcare, Housewares, Key Holders, Magnets, Notepads & Cubes, Pens & Pencils, Personal Care, Pocket & Personal, Sports & Leisure, Stress Balls, Tools & Lights, and Wearables. A green arrow points to the 'Hot Links' section, which lists some of the more popular categories.

Search by

- Product Category
- Event type
- Production time

“Hot Links”
for some of the more popular categories

Anatomy of the Product Page

Office DEPOT.

The screenshot shows the Office Depot website interface. The browser address bar displays the URL: <http://bsd.officedepot.com/storeFront.do?Ne=1+5&Nr=108697&N=108915+300001>. The page features a search bar, a shopping cart, and a sidebar with navigation links.

Annotations:

- Green arrow pointing to the category list:** "Click" on item for detailed description
- Red box:** "Click" on item for detailed description
- Green box:** "Click" on item for detailed description
- Green box:** You will ALWAYS receive "end-column" pricing
- Green box:** "Click" here to begin configuring order

Product Details:

Item # 8198... List Price \$2.21 Our Price \$1.99 Units Available each

BUY MORE and SAVE!

Quantity	Our Price	Units	Availability
Buy 250-499	\$1.99	each	Available
Buy 500-999	\$1.91	each	Available
Buy 1000-2499	\$1.85	each	Available
Buy 2500-4999	\$1.98	each	Available
Buy 5000+	\$1.95	each	Available

Perma Badge 2 7/8"W x 2"H

Shopping Tools:

- Find Printer Supplies
- Manufacturer: [Dropdown]
- Find a Store
- Order Tracking

Step 1 – Select Quantity

Business Solutions Division Home Bulletin Board Tech Depot Design and Print OFFICE DEPOT TEST ACCOUNT

Office Supplies Furniture Technology Custom Printing Customer Services Company Info

Search for Search

Shopping Cart
0 Item(s) in Cart
Subtotal: \$0.00
[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
Future Orders

1 SELECT QUANTITY **2 UPLOAD ARTWORK** **3 CONFIGURE THE PRODUCT** **4 REVIEW**
Step 1: Choose the quantity you'd like to order
Step 2: Upload your company logo or artwork
Step 3: Customize your configuration options.
Step 4: Review your choices and Add to Cart.
Need Help? If you need help or have questions, please call us at 1-800-269-6888

Customize your product in 4 simple steps.

You Selected: Perma Badge 2 7/8"W x 2"H

Item#	Our Price	Units
819816	\$1.99	each

Buy More & Save!
Receive a lower price by purchasing in increments of: 500,1000
Your discounted price will be shown after choosing your desired quantity.

Buy 250-499	\$1.99	each
Buy 500-999	\$1.91	each
Buy 1000-2499	\$1.85	each
Buy 2500-4999	\$1.98	each
Buy 5000+	\$1.95	each

Minimum Orderable Quantity:
Orderable in Increments Of:
Enter The Quantity You'd Like to Order:
Please note if your order requires artwork, you will need to upload your artwork during configuration.

Customize your product using:

☒ Logo Only
Check this box if you will uploading an artwork file that contains the complete artwork for the order. Please select the imprint colors for this artwork on the next screen.

☐ Text and Logo
Check this box if you will be uploading an artwork file that contains your artwork and also need to input some text that needs to be added to the artwork. Please input your text and imprint colors on the next page.

☐ Text Only
If you do not have artwork to upload, please check this box and input the text information into the fields on the next screen.

Next →

Choose how
you want to
decorate
the item

Indicate quantity
desired

NOTE:
"Minimum Orderable
Quantities" are
different for
each item

Step 2 – Upload Artwork

Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/productConfigurator/DisplayConfigurationDetails.do> Go Links >> NORWOOD.C >>

Office DEPOT
Business Solutions Division

Welcome ANDREW ZALE ZALE of OFFICE DEPOT TEST ACCOUNT

Home Bulletin Board Tech Depot Design and Print

Office Supplies Furniture Technology Custom Printing Customer Services Company Info

Search for Search

Shopping Cart
0 Item(s) in Cart
Subtotal: \$0.00
[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
Future Orders

1 SELECT QUANTITY Step 1: Choose the quantity you'd like to order
2 UPLOAD ARTWORK Step 2: Upload your company logo or artwork
3 CONFIGURE THE PRODUCT Step 3: Customize your configuration options.
4 REVIEW Step 4: Review your choices and Add to Cart.

Need Help? If you need help or have questions, please call us at 1-800-269-6888

Please review the [artwork requirements](#) prior to uploading your file.

***Required Information**

File: * Browse...

Company Name: OFFICE DEPOT TEST ACCOUNT

Customer Name: * ANDREW ZALE ZALE

Phone Number: * 7345760205

Email: * azale@officedepot.com

Machine Type: * Choose one...

Compression Type: * Choose one...

File Format * Choose one...

Additional charges may apply for some file types.
By uploading your artwork, Customer hereby warrants and certifies to Office Depot, Inc. that he/she either owns all copyright, trademark and other proprietary rights in and to the materials, or has the requisite authority from the owner to use the artwork.

Upload Artwork

Prompt to upload your artwork. Please verify acceptable formats by reviewing 'artwork requirements' link located on page.

Step 2 – Upload Artwork (cont'd)

Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/productConfigurator/DisplayConfigurationDetails.do> Go Links >> NORWOOD.C >>

Office DEPOT
Business Solutions Division

Welcome ANDREW ZALE ZALE of OFFICE DEPOT TEST ACCOUNT

Home Bulletin Board Tech Depot Design and Print

Office Supplies Furniture Technology Custom Printing Customer Services Company Info

Search for Search

Shopping Cart
0 Item(s) in Cart
Subtotal: \$0.00
[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
Future Orders

1 SELECT QUANTITY Step 1: Choose the quantity you'd like to order
2 UPLOAD ARTWORK Step 2: Upload your company logo or artwork
3 CONFIGURE THE PRODUCT Step 3: Customize your configuration options.
4 REVIEW Step 4: Review your choices and Add to Cart.

Need Help? If you need help or have questions, please call us at 1-800-269-6888

Please review the [artwork requirements](#) prior to uploading your file.

***Required Information**

File: * Browse...

Company Name: OFFICE DEPOT TEST ACCOUNT

Customer Name: * ANDREW ZALE ZALE

Phone Number: * 7345760205

Email: * azale@officedepot.com

Machine Type: Choose one...

Compression Type: Choose one...

File Format: Choose one...

Additional charges may apply for some file types.

By uploading your artwork, Customer hereby warrants and certifies to Office Depot, Inc. that he/she either owns all copyright, trademark and other proprietary rights in and to the materials, or has the requisite authority from the owner to use the artwork.

Upload Artwork

Select the best description for your file

Click this to upload artwork

Step 2 – Upload Artwork (cont'd)

The screenshot shows the Office Depot BSD website in a Microsoft Internet Explorer browser. The page title is "Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.". The address bar shows "https://bsd.officedepot.com/login.do". The page features a navigation bar with "Home", "Bulletin Board", and "Tech Depot" tabs. Below this is a red banner with "Office Supplies", "Furniture", "Technology", "Custom Printing", "Customer Services", and "Company Info". A search bar is present with the text "Search for" and a "Search" button. On the left, there is a "Shopping Cart" section showing "0 Item(s) in Cart" and a "Subtotal: \$0.00". Below the cart are links for "View Cart" and "Check Out". A "Shopping Tools" section includes links for "Find Printer Supplies", "Find a Store", "Order Tracking", "Order Approvals", "Order by Item #", "My Shopping Lists", "My Profile", "Account Center", "User Profiles", "Online Reporting", and "Future Orders". The main content area displays a four-step process: 1. SELECT QUANTITY, 2. UPLOAD ARTWORK, 3. CONFIGURE THE PRODUCT, and 4. REVIEW. Step 2 is highlighted. Below the steps, a message states "Your file has been uploaded." and "Customer service will review the artwork to ensure the file has been uploaded properly and is camera ready. A representative will contact you via e-mail or phone in the event of any concerns about your artwork." A green callout box with a red arrow points to the text "For your reference, your art transfer ID is: 43064". A "Next" button with a right arrow is located below the callout. The footer contains "Site Info", "Customer Services", and "Company Info" sections. The "Site Info" section includes "Terms of Use" and "Privacy Policy". The "Customer Services" section includes "E-Commerce Support Desk", "Phone Support", and "Contact Information". The "Company Info" section includes "Affiliate Program", "International", and "More". The footer also includes a copyright notice: "Copyright ©2006 by Office Depot, Inc. All rights reserved." and a "Local intranet" link.

Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/login.do> Go Links

Office DEPOT
Business Solutions Division

Welcome OFFICE DEPOT BSD of
OFFICE DEPOT TEST ACCOUNT

Home Bulletin Board Tech Depot

Office Supplies Furniture Technology Custom Printing Customer Services Company Info

Search for Search

Shopping Cart
0 Item(s) in Cart
Subtotal: \$0.00
[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 Reporting [+](#)
Future Orders [+](#)

1 SELECT QUANTITY **2 UPLOAD ARTWORK** **3 CONFIGURE THE PRODUCT** **4 REVIEW**

Step 1: Choose the quantity you'd like to order
Step 2: Upload your company logo or artwork
Step 3: Customize your configuration options.
Step 4: Review your choices and Add to Cart.

Need Help? If you need help or have questions, please call us at 1-800-269-6888

Your file has been uploaded.

Customer service will review the artwork to ensure the file has been uploaded properly and is camera ready. A representative will contact you via e-mail or phone in the event of any concerns about your artwork.

For your reference, your art transfer ID is: **43064**

Take note of your TRANSFER ID

Next [→](#)

Site Info:
Terms of Use
Privacy Policy

Customer Services:
E-Commerce Support Desk
Phone Support
Contact Information

Company Info:
Affiliate Program
International
More

Prices shown are in U.S. Dollars. Please login for country specific pricing.
Prices are subject to change based on your location.

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Done Local intranet

Step 3 – Configure the Product

Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.

Address: https://bsd.officedepot.com/productConfigurator/DisplayConfigurationDetails/novValidation.do;jsessionid=00005BRm1HOaNV1Js2ukIAI7op:10k652ap1

Shopping Cart: 0 item(s) in Cart, Subtotal: \$0.00, View Cart | Check Out

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

1 SELECT QUANTITY Step 1: Choose the quantity you'd like to order

2 UPLOAD ARTWORK Step 2: Upload your company logo or artwork

3 CONFIGURE THE PRODUCT Step 3: Customize your configuration options.

4 REVIEW Step 4: Review your choices and Add to Cart.

Need Help? If you need help or have questions, please call us at 1-800-269-6888

You Selected: Plaza Tote

	Item #	Our Price	Units	Availability
	988896	\$13.13	each	Available

Product Details: Plaza Tote Colors: Aqua/Black

Imprint Information: Select location on product where imprint should appear: ☒ Front

Select an Imprint Method: Screen Print

Artwork Choice: ☒ Logo Only

Choose the color(s) for the Imprint Logo:

☐ Beige PMS 468	☐ Black	☐ Blue PMS 300	☐ Brown PMS 476
☐ Burgundy	☐ Burnt Orange PMS 167	☐ Columbia Blue PMS 298	☐ Copper PMS 876
☐ Cranberry PMS 195	☐ Dark Gray PMS 431	☐ Forest Green PMS 560	☐ Fuchsia PMS 234
☐ Gold PMS 872	☐ Green PMS 348	☐ Hunter Green	☐ Light Gray PMS 429
☐ Light Teal PMS 322	☐ Marlin	☐ Maroon PMS 194	☐ Medium Yellow PMS 123
☐ Navy (Dark) Blue PMS 539	☐ Neon Blue PMS 801	☐ Neon Green PMS 802	☐ Neon Orange PMS 804

On this screen you can specify the colors for your item, logo, and text

Step 3 – Configure the Product (cont'd)

Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/productConfigurator/DisplayConfigurationDetails/novValidation.do;jsessionid=00005BRm1HOaNV1Js2ukikAI7op:10k652ap1> Go Links

277

☒ Red PMS 186	☐ Reflex Blue	☐ Rhodamine Red 226	☐ Rust PMS 174
☐ Scarlet	☐ Silver PMS 877	☐ Tan PMS 465	☐ Ultra Blue PMS 294
☐ Warm Red	☐ White	☐ Yellow PMS 108	

Required if PMS® Match selected as an Logo Imprint Color. Enter each PMS® code into each separate box below. ?

Enter any miscellaneous comments about your artwork below: ?

This is a test order

Uploaded Artwork (if applicable):
Artwork Transfer Id: 43077

If you would like an email containing an rendering of your artwork for approval prior to production, please enter the quantity desired in the box below. Production time does not begin until proof is approved and order is released for production.

Email Paper Proof - \$10.00 (Each)

Email address where the proof should be sent:

How would you like to ship? ☐ Air ☒ Ground

Site Info: Customer Services: Company Info:

You can also enter special notes, request a proof, and specify shipping method

Click to proceed

Step 4 – Review Order

Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/productConfigurator/ReviewConfiguration.do> Go Links

Shopping Cart

0 Item(s) in Cart
Subtotal: \$0.00

[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 Reporting
- Future Orders

1 SELECT QUANTITY Step 1: Choose the quantity you'd like to order

2 UPLOAD ARTWORK Step 2: Upload your company logo or artwork

3 CONFIGURE THE PRODUCT Step 3: Customize your configuration options.

4 REVIEW Step 4: Review your choices and Add to Cart.

Need Help? If you need help or have questions, please call us at 1-800-269-6888

To ensure you get the product you want, please review your order.
If you are satisfied with your choices, please click the Add To Cart button.
If you would like to make changes, please click the Back button.

Item #	Our Price	Quantity	Units
988896	\$13.13	50	each
Plaza Tote			
787032	\$10.00	1	
FAX OR EMAIL PROOF CHARGE			
788304	\$40.00	1	
SCREEN IMPRINT SET UP CHG			
553782	\$36.00	1	
DELIVERY CHARGE			

Product Details:

Plaza Tote Colors
Aqua/Black

Imprint Information:

Select location on product where imprint should appear: Front Select an Imprint Method: Screen Print

Artwork Choice
Logo Only

Choose the color(s) for the Imprint Logo:
Red PMS 186

Required if PMS® Match selected as an Logo Imprint Color. Enter each PMS® code into each separate box below.

Your pricing includes all set up, run, proof and shipping charges. Note: All setup charges will be credited back quarterly.

Double check your instructions

Step 4 – Review Order (cont'd)

Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/productConfigurator/ReviewConfiguration.do> Go Links >>

Imprint Information:

Select location on product where imprint should appear: Front
Select an Imprint Method: Screen Print

Artwork Choice
Logo Only

Choose the color(s) for the Imprint Logo:
Red PMS 186

Required if PMS® Match selected as a Logo Imprint Color. Enter each PMS® code into each separate box below.

Enter any miscellaneous comments about your artwork below:

This is a test order

Uploaded Artwork (if applicable):

Transfer ID: 43077

If you would like an email containing an rendering of your artwork for approval prior to production, please enter the quantity desired in the box below. Production time does not begin until proof is approved and order is released for production.

Email Paper Proof - \$10.00 (Each) 1

Email address where the proof should be sent:
noreply@officedepot.com

How would you like to ship?
Ground

Navigation:

← Previous Click this if any changes need to be made Add To Cart → Click this to add to cart and proceed to check out

Site Info:
Terms of Use
Privacy Policy

Customer Services:
E-Commerce Support Desk
Phone Support
Contact Information

Company Info:
Affiliate Program
International
More

Prices shown are in U.S. Dollars. Please login for country specific pricing.

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Checkout

Office DEPOT.

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

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/productConfigurator/AddToCart.do> Go Links

Office DEPOT
Business Solutions Division

Home Bulletin Board Tech Depot

Welcome OFFICE DEPOT BSD of
OFFICE DEPOT TEST ACCOUNT

Logout

Office Supplies Furniture Technology Custom Printing Customer Services Company Info

Search for Search

Shopping Cart

1 Item(s) in Cart
Subtotal: **\$706.50**
[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 Reporting

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	Our Price	Units	Qty	Back-Ordered	Total Price	Comments	Remove	Save for Later
Plaza Tote								
988896	\$13.13	each	50		\$656.50	Plaza Tote	☐	N/A
787032	\$10.00	each	1		\$10.00	FAX OR EMAIL PROOF CHARGE		
788304	\$40.00	each	1		\$40.00	SCREEN IMPRINT SET UP CHG		
553782	*A delivery charge of \$36.00 is applied for this item at Checkout.							
					Subtotal:	\$706.50		

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

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

[Checkout](#)

The configured product is now added to your cart and you are now ready to checkout

Site Info:
Terms of Use
Privacy Policy

Customer Services:
E-Commerce Support Desk
Phone Support
Contact Information

Company Info:
Affiliate Program
International
More

Prices shown are in U.S. Dollars. Please login for country specific pricing.
Prices are subject to change based on your location.

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Checkout

Office DEPOT.

Checkout - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://bsd.officedepot.com/cartEdit.do> Go Links

Google

Bookmarks 18 blocked Check AutoLink AutoFill Send to Settings

User Info [Edit](#)

Name: MCCLATCHY ENDUSER
Phone: (305) 740-8432

Shipping Info [Select](#)

1HERALDPLZ
MIAMI HERALD PUBLISHING
1 HERALD PLZ
MIAMI, FL 33132-1693
USA

Order Options

ENDUSER *
Contact:
Contact Phone: (305) 740 - 8432
Ext.
Comments:

Payment Info

Payment Type: Credit Card
Credit Card Number:
Please enter your credit card number without spaces or dashes (i.e. 000000000000)
Expiration Date: 03 08 (mm/yy)

Email Options

☒ Send an email order confirmation for this order
Additional Email Confirmation:

Delivery Options

For Standard Delivery:
If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):
Select a desired delivery date:

For Future Delivery:
To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days) [Click Here](#)
The Desired Delivery Date field does not apply to Print on Demand orders, due to varying order

Please select appropriate ship-to location and check out. If it is not listed, please contact your Account Manager so that they can add it for you.

Done

Start Google Desktop: Fw: Im... Checkout - Microsoft ... Inbox - Microsoft Outlook

Trusted sites 6:20 PM

- **Contact Center Hours:** 8:15 A.M. - 6:00 P.M. Eastern Standard Time (EST)
- Customer or BSD Sales Rep Contact Center Phone Number 1-800-929-4977
- **Contact Center Fax Number:** 1-877-334-3051
- **Special Order Quote Requests:**
 - Send your quote requests via email to your local Office Depot Account Manager
- **Proof Approval OD Catalog items:**
 - Return to OD via fax: 877-334-3051 or email to: norwoodissues@officedepot.com
- **General Inquiries:** Address all questions regarding available colors, imprint areas, imprint colors, production times to (800) 929-4977. For all items outside of the catalog contact your local Office Depot Account Manager.



How do I place an order from the catalog?

- The most efficient way to order is online at <http://bsd.officedepot.com>.
- Or call 1-800-929-4977 and one of our promotional products experts will assist you in placing your order.

Who do I call for questions regarding products not listed in the catalog?

- Call your local Office Depot Account Manager and they will be happy to assist you.

The product that I am looking at only offers a one color, one location imprint. My logo is two colors –what should I do?

- Call our inside promotional products experts at 1-800-929-4977 for additional information.

The pricing in the catalog only goes up to 500 pieces for the item I want, but I need 1,500 – what should I do?

- McClatchy and Office Depot have negotiated “end column” pricing for quantities up to and including end column. For quantities over “end column”, please contact your local Office Depot Account Manager and they will be happy to quote special pricing for you.

Where do I send my artwork for my order?

- If you call or email your order request you will be prompted to go to www.officedepot.com/artwork to upload your art files. For tracking purposes you will be asked to enter your 12 digit order number (example: 403645372-001) prior to uploading your files. The transfer ID # is just a confirmation that we have received your artwork.

What are the acceptable art files?

- We can accept Adobe Illustrator (any version), PC or MAC; Freehand (saved as illustrator), .ai format, PC or MAC; Quark or InDesign (.eps, .pic or .tif); Photoshop (black and white saved as .tif or pic files).

How long will it take to receive my order?

- Please refer to your catalog for the lead times for each item (as they vary by product). You may also view lead times in your catalog or online at <http://promo.officedepot.com> or at bsd.officedepot.com (username and password required).
- Shipping dates are calculated after artwork and any requested proof is approved.

I need my order in a hurry – can I have my order rushed? Is there a charge for this?

- Rush services may be available for a charge on select items. Call our inside promotional products experts at 1-800-929-4977 for availability.

I would like to see a sample of a product before ordering – is there a charge for this?

- Random samples under \$10.00 can be ordered free of charge and you will not be charged for shipping either. Please contact our inside promotional products experts at 1-800-929-4977 for availability. For sample orders in excess of \$10.00, please contact your local Office Depot Account Manager and they will be happy to assist you.

What shipping options are available for my order?

- UPS Ground or UPS Next Day Air.

What hours are my promotional products experts available?

- Currently, our inside promotional products experts will be standing by to assist you Monday through Friday, from 8:15 am – 6:00 pm, EST.

Can I return my items if I decide I don't want it?

- We are unable to accept returns on custom imprinted items unless the products are defective. Please call 800-929-4977 for assistance.



Office DEPOT®



Thank You!