



Office Depot Print Order Form



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8/15/2016

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Franchisee:
Account #:
Ordered By:

If using a credit card
for payment, list the
name of the credit
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Ship To:
Street Address:
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Customer Service: 800-983-3376

To Place Future Orders On-line: business.officedepot.com

Team Member Training Materials

All Required Posters

Qty

PC611 Set of all 12 required Posters only - English
SP611 Spanish - Set of 11 required translated Posters

Basics and Foundations

Qty

PC500 Basics and Foundations Set (Foundations and all
checklists and posters) (04/2016)
SP500 Spanish - Basics and Foundations Set (08/2016)
PC001 Popeyes Foundations (11/2014)

Checklists

PC508 Code Dating Standards (04/2016)
SP508 Spanish - Code Dating Standards (08/2016)
PC509 Personal Hygiene (04/2016)
SP509 Spanish - Personal Hygiene (08/2016)
PC510 Proper Cooling (04/2016)
SP510 Spanish - Proper Cooling (08/2016)
PC511 No Cross Contamination (04/2016)
SP511 Spanish - No Cross Contamination (08/2016)

Posters

PC167 Hold Times (10/2015) - English & Spanish
PC166 Guest Areas (2009)
PC038 People Poster (09/2015)

Batter/Fry

Qty

PC501 Batter/Fry Set (all training aids, checklists and
posters) (04/2016)
SP501 Spanish Batter/Fry Set - (08/2016)

Training Aids

PC512 Batter Table Setup (Ice Bath) (04/2016)
SP512 Spanish - Batter Table Setup (Ice Bath) (08/2016)
PC515 Bone-in Chicken (04/2016)
SP515 Spanish - Bone-in Chicken (08/2016)
PC516 Cajun Fish (04/2016)
SP516 Spanish - Cajun Fish (08/2016)
PC517 Catfish (04/2016)
SP517 Spanish - Catfish (08/2016)
PC518 Freezer to Fryer cooking (01/2015)
PC519 Fryer Filtering (04/2016)
SP519 Spanish - Fryer Filtering (08/2016)
PC092 Fryers - Cold Clean (01/2015)
PC520 Handcrafted Nuggets (04/2016)
SP520 Spanish - Handcrafted Nuggets (08/2016)
PC521 Popcorn Shrimp (04/2016)
SP521 Spanish - Popcorn Shrimp (08/2016)
PC522 Poultry Batter (04/2016)
SP522 Spanish - Poultry Batter (08/2016)
PC523 Shortening Management (04/2016)

All posters in bold italic are required.

Training Aids (cont.)

SP523 Spanish - Shortening Management (08/2016)
PC524 Tenders (04/2016)
SP524 Spanish - Tenders (08/2016)
PC525 Batter Table Setup (Ice Bath) (04/2016)
SP525 Spanish - Batter Table Setup (Ice Bath) (08/2016)
PC526 Batter Table Setup (Auto Sifter) (04/2016)
SP526 Spanish - Batter Table Setup (Auto Sifter) (08/2016)
PC527 Blackened Tenders (04/2016)
SP527 Spanish - Blackened Tenders (08/2016)
PC528 Bone-in Chicken (04/2016)
SP528 Spanish - Bone-in Chicken (08/2016)
PC529 Cajun Battered Fries (04/2016)
SP529 Spanish - Cajun Battered Fries (08/2016)
PC530 Cajun Fish (04/2016)
SP530 Spanish - Cajun Fish (08/2016)
PC531 Catfish (04/2016)
SP531 Spanish - Catfish (08/2016)
PC532 Fryer Filtering (04/2016)
SP532 Spanish - Fryer Filtering (08/2016)
PC533 Handcrafted Nuggets (04/2016)
SP533 Spanish - Handcrafted Nuggets (08/2016)
PC534 Popcorn Shrimp (04/2016)
SP534 Spanish - Popcorn Shrimp (08/2016)
PC535 Poultry Batter (04/2016)
SP535 Spanish - Poultry Batter (08/2016)
PC536 Shortening Management (04/2016)
SP536 Spanish - Shortening Management (08/2016)
PC537 Tenders (04/2016)
SP537 Spanish - Tenders (08/2016)

Posters

PC538 ***Bone-in Chicken (04/2016)***
SP538 ***Spanish - Bone-in Chicken (08/2016)***
PC150 Blackened Tenders Color Chart (2014)
PC151 ***Bonafide Chicken (2009)***
PC539 Handcrafted Nuggets Poster (04/2016)
SP539 Spanish - Handcrafted Nuggets (08/2016)
PC610 Tenders Poster (04/2016)
SP610 Spanish - Tenders Poster (08/2016)

Email or Fax orders to the following:

Central US email: rpf2956@officedepot.com or Fax 561-438-8085
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Team Member Training Materials

Cleaning		Qty
PC502	Cleaning Set (all checklists) (04/2016)	
SP502	Spanish - Cleaning Set (all checklists) (08/2016)	
Checklists		
PC540	Cleaning - Back of the House (04/2016)	
SP540	Spanish - Cleaning - Back of the House (08/2016)	
PC541	Cleaning - Curb Appeal (04/2016)	
SP541	Spanish - Cleaning - Curb Appeal (08/2016)	
PC542	Cleaning - Lobby and Restrooms (04/2016)	
SP542	Spanish - Cleaning - Lobby and Restrooms (08/2016)	
PC543	Cleaning - Service Area (04/2016)	
SP543	Spanish - Cleaning - Service Area (08/2016)	
PC544	Cleaning - Storage Areas (04/2016)	
SP544	Spanish - Cleaning - Storage Areas (08/2016)	
Packaging		Qty
PC503	Packaging Set (all training aids, checklists and posters) (04/2016)	
SP503	Spanish - Packaging Set (all training aids, checklists and posters) (08/2016)	
Training Aids		
PC545	Biscuits - Packaging (04/2016)	
SP545	Spanish - Biscuits - Packaging (08/2016)	
PC546	Bone-in Chicken - Packaging (04/2016)	
SP546	Spanish - Bone-in Chicken - Packaging (08/2016)	
PC547	Butterfly Shrimp - Packaging (04/2016)	
SP547	Spanish - Butterfly Shrimp - Packaging (08/2016)	
PC548	Cajun Battered Fries - Packaging (04/2016)	
SP548	Spanish - Cajun Battered Fries - Packaging (08/2016)	
PC549	Cajun Fish - Packaging (04/2016)	
SP549	Spanish - Cajun Fish - Packaging (08/2016)	
PC550	Cajun Rice - Packaging (04/2016)	
SP550	Spanish - Cajun Rice - Packaging (08/2016)	
PC551	Catfish - Packaging (04/2016)	
SP551	Spanish - Catfish - Packaging (08/2016)	
PC552	Cole Slaw - Packaging (04/2016)	
SP552	Spanish - Cole Slaw - Packaging (08/2016)	
PC553	Green Beans - Packaging (04/2016)	
SP553	Spanish - Green Beans - Packaging (08/2016)	
PC554	Handcrafted Nuggets - Packaging (04/2016)	
SP554	Spanish - Handcrafted Nuggets - Packaging (08/2016)	
PC555	Mashed Potatoes & Gravy - Packaging (04/2016)	
SP555	Spanish - Mashed Potatoes & Gravy - Packaging (08/2016)	
PC556	Po'Boy Sandwiches (04/2016)	
SP556	Spanish - Po'Boy Sandwiches (08/2016)	
PC557	Popcorn Shrimp - Packaging (04/2016)	
SP557	Spanish - Popcorn Shrimp - Packaging (08/2016)	

All posters in bold italic are required.

Training Aids (cont.)		
PC136	Popcorn Shrimp - Portioning (01/2015) - English & Spanish	
PC122	Programming Holding Drawers (08/2014) - English & Spanish	
PC558	Red Beans and Rice - Packaging (04/2016)	
SP558	Spanish - Red Beans and Rice - Packaging (08/2016)	
PC559	Tenders - Packaging (04/2016)	
SP559	Spanish - Tenders - Packaging (08/2016)	
Checklists		
PC560	Biscuits - Packaging (04/2016)	
SP560	Spanish - Biscuits - Packaging (08/2016)	
PC561	Bone-in Chicken - Packaging (04/2016)	
SP561	Spanish - Bone-in Chicken - Packaging (08/2016)	
PC562	Butterfly Shrimp - Packaging (04/2016)	
SP562	Spanish - Butterfly Shrimp - Packaging (08/2016)	
PC563	Cajun Battered Fries - Packaging (04/2016)	
SP563	Spanish - Cajun Battered Fries - Packaging (08/2016)	
PC564	Cajun Fish - Packaging (04/2016)	
SP564	Spanish - Cajun Fish - Packaging (08/2016)	
PC565	Cajun Rice - Packaging (04/2016)	
SP565	Spanish - Cajun Rice - Packaging (08/2016)	
PC566	Catfish - Packaging (04/2016)	
SP566	Spanish - Catfish - Packaging (08/2016)	
PC567	Cole Slaw - Packaging (04/2016)	
SP567	Spanish - Cole Slaw - Packaging (08/2016)	
PC568	Green Beans - Packaging (04/2016)	
SP568	Spanish - Green Beans - Packaging (08/2016)	
PC569	Handcrafted Nuggets - Packaging (04/2016)	
SP569	Spanish - Handcrafted Nuggets - Packaging (08/2016)	
PC570	Intro to Packaging (01/2015) - English & Spanish	
PC571	Mashed Potatoes & Gravy - Packaging (04/2016)	
SP571	Spanish - Mashed Potatoes & Gravy - Packaging (08/2016)	
PC572	Po'Boy Sandwiches (04/2016)	
SP572	Spanish - Po'Boy Sandwiches (08/2016)	
PC573	Popcorn Shrimp - Packaging (04/2016)	
SP573	Spanish - Popcorn Shrimp - Packaging (08/2016)	
PC574	Red Beans and Rice - Packaging (04/2016)	
SP574	Spanish - Red Beans and Rice - Packaging (08/2016)	
PC575	Sandwich Station Setup (04/2016)	
SP575	Spanish - Sandwich Station Setup (08/2016)	
PC576	Tenders - Packaging (04/2016)	
SP576	Spanish - Tenders - Packaging (08/2016)	

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Team Member Training Materials

Packaging (cont.)		Qty
Posters		
PC577	Chicken & Tenders - Packaging (04/2016)	
SP577	Spanish - Chicken & Tenders - Packaging (08/2016)	
PC578	Sandwiches - Packaging (04/2016)	
SP578	Spanish - Sandwiches - Packaging (08/2016)	
PC579	Seafood & Nuggets - Packaging (04/2016)	
SP579	Spanish - Seafood & Nuggets - Packaging (08/2016)	
PC580	Side Items - Packaging (04/2016)	
SP580	Spanish - Side Items - Packaging (08/2016)	
PC156	Family Meals and Kids Meals - Packaging (04/2016)	
SP156	Spanish - Family Meals and Kids Meals - Packaging (08/2016)	
Prep and Biscuits		Qty
PC504	Prep and Biscuits Set (all training aids, checklists and posters) (08/2016)	
SP504	Spanish Prep and Biscuits Set (all training aids, checklists and posters) (08/2016)	
Training Aids		
PC581	Biscuits (04/2016)	
SP581	Spanish - Biscuits (08/2016) need Panning	
PC582	Brewed Ice Tea (04/2016)	
SP582	Spanish - Brewed Iced Tea (08/2016)	
PC583	Cajun Rice (04/2016)	
SP583	Spanish - Cajun Rice (08/2016)	
PC584	Cole Slaw (04/2016)	
SP584	Spanish - Cole Slaw (08/2016)	
PC585	Green Beans (04/2016)	
SP585	Spanish - Green Beans (08/2016)	
PC586	Heating Chubs in Accutemp Steam & Hold (04/2016)	
SP586	Spanish - Heating Chubs in Accutemp Steam & Hold (08/2016)	
PC587	Heating Chubs in Chub Warmer (04/2016)	
SP587	Spanish - Heating Chubs in Chub Warmer (08/2016)	
PC588	Mashed Potatoes (04/2016)	
SP588	Spanish - Mashed Potatoes (08/2016)	
PC589	Red Rice (04/2016)	
SP589	Spanish - Red Rice (08/2016)	

All posters in bold italic are required.

Prep and Biscuits (cont.)		Qty
Checklists		
PC590	Biscuits (04/2016)	
SP590	Spanish - Biscuits (08/2016)	
PC591	Brewed Ice Tea (04/2016)	
SP591	Spanish - Brewed Iced Tea (08/2016)	
PC592	Cajun Rice (04/2016)	
SP592	Spanish - Cajun Rice (08/2016)	
PC593	Cole Slaw (04/2016)	
SP593	Spanish - Cole Slaw (08/2016)	
PC594	Green Beans (04/2016)	
SP594	Spanish - Green Beans (08/2016)	
PC595	Heating Chubs in Accutemp Steam & Hold (04/2016)	
SP595	Spanish - Heating Chubs in Accutemp Steam & Hold (08/2016)	
PC596	Heating Chubs in Chub Warmer (04/2016)	
SP596	Spanish - Heating Chubs in Chub Warmer (08/2016)	
PC597	Mashed Potatoes (04/2016)	
SP597	Spanish - Mashed Potatoes (08/2016)	
PC598	Prep Station Setup (04/2016)	
SP598	Spanish - Prep Station Setup (08/2016)	
PC599	Red Rice (04/2016)	
SP599	Spanish - Red Rice (08/2016)	
Posters		
PC600	Cajun Rice (04/2016)	
SP600	Spanish - Cajun Rice (08/2016)	
PC601	Cole Slaw/Green Beans (04/2016)	
SP601	Spanish - Cole Slaw/Green Beans (08/2016)	
PC602	Mashed Potatoes/Chubs (04/2016)	
SP602	Spanish - Mashed Potatoes/Chubs (08/2016)	
PC603	Red Rice (04/2016)	
SP603	Spanish - Red Rice (08/2016)	

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Seasoning		Qty
PC505	Seasoning Set (all training aids, checklists and posters) (08/2016)	
SP505	Spanish - Seasoning Set (all training aids, checklists and posters) (08/2016)	
Training Aids		
PC604	Seasoning Chicken (04/2016)	
SP604	Spanish - Seasoning Chicken (08/2016)	
Checklists		
PC605	Seasoning Chicken (04/2016)	
SP605	Spanish - Seasoning Chicken (08/2016)	
Posters		
PC606	Seasoning Chicken (04/2016)	
SP606	Spanish - Seasoning Chicken (08/2016)	
Service		Qty
PC506	Service Set (all Service checklists and Service Basics) (04/2016)	
SP506	Spanish - Service Set (all Service checklists) (08/2016)	
Checklists		
PC607	Beverage Service (04/2016)	
SP607	Spanish - Beverage Service (08/2016)	
PC608	Cash Handling (04/2016)	
SP608	Spanish - Cash Handling (08/2016)	
Service Basics		
PC250	Service Basics Training Outline (04/2015)	
PC251	Service Basics Notes Sheet (04/2015)	
PC252	Service Basics Let Me Worksheet (04/2015)	
PC253	Service Basics Videos (DVD) (04/2015)	
PC609	Service Basics Job Aid (04/2015)	
PC254	Service Basics Observation Form (04/2015)	

New Restaurant Opening Materials

		Qty
PC300	New Restaurant Opening Kit	
	<i>Includes the following required items:</i>	
	*PC500 - Basics and Foundations Set	
	*PC501 - Batter/Fry Set	
	*PC502 - Cleaning Set	
	*PC503 - Packaging Set	
	*PC504 - Prep and Biscuits Set	
	*PC505 - Seasoning Set	
	*PC506 - Service Set	
	*PC166 - Guest Areas Poster	
	*PC167 - Hold Time Poster	
	*PC577 - Packaging Chicken & Tenders Poster	
	*PC156 - Packaging Family Meals & Kids Meals Poster	
	*PC579 - Packaging Seafood & Nuggets Poster	
	*PC606 - Seasoning Chicken Poster	
	*PC538 - Battering Chicken Poster	
	*PC539 - Frying Chicken, Tenders & Nuggets Poster	
	*PC578 - Sandwiches Poster	
	*PC600 - Cajun Rice Poster	
	*PC601 - Cole Slaw & Green Beans Poster	
	*PC602 Mashed Potatoes & Chubs Poster	
	*PC603 Red Rice Poster	
	*PC580 - Packaging Side Items Poster	
	*PC039 - Product Control Slips (quantity: 60 pads)	
	*PC047 - HACCP Log Book (Qty: 3)	
	*PC048 - Image Cleaning Calendar	
	*PC065 - SPEED Tracking Chart -- Basic (Qty: 2)	
	*PC171 - Popeyes Hospitality Program Guide	
	*PC040 - Quality Complaint Job Aid & Checklist	
	*PC177 - SMG/Voice of the Guest Guidebook	
	*PC250 - Service Basics Training Outline	
	*PC251 - Service Basics Notes Sheet	
	*PC252 - Service Basics Let Me Worksheet	
	*PC253 - Service Basics Videos (DVD)	
	*PC254 Service Basics operations Form	

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Management Training Materials

Popeyes Management Certification (PMC)		Qty
PC176	PMC Set (all materials, validations, & workflows)	
PC073	PMC Leaders Guide	
PC074	PMC Trainees Guide	
PC075	PMC Folder (Checklist)	
PC076	Hold Harmless Agreement (F2F)	
PC077	Transition from Training Checklist	
PC054	Shift Goals/Coaching Checklist	
Validations		
PC078	Production Management Validation	
PC079	Service Management Validation	
PC080	Shift Management Validation	
Workflows		
PC049	Manager's Workflow Shift	
PC050	Manager's Workflow Shift (Production)	
PC051	Manager's Workflow Shift (Service)	

Operations Support

General Operations Materials		Qty
PC045	Period Calendar 2016	
PC046	Monthly Calendar 2016	
PC047	Popeyes HACCP Log Book	
PC048	Image Cleaning Calendar	
PC039	Product Control Slips (min 20 pads)	
PC175	Spicy/Mild Labels	
PC052	Rush Readiness Checklist	
PC040	Quality Complaint Job Aid & Checklist	
Preventative Utility Management Program (PUMP)		
PC056	PUMP Kit (Program book, stickers, NO Calendar)	
PC055	Preventative Utility Mgmt Program Book	
PC174	On/Off Stickers	
PC173	Breaker Stickers	
PC172	Preventative Maintenance Labels	
Speed		
PC063	SPEED Handbook	
PC064	SPEED Tracking Chart -- Advanced	
PC065	SPEED Tracking Chart -- Basic	
Timers		
PC067	Fast Track Timer Implementation Guide	
PC068	Setting Fast Track Parameters	
PC069	HME Timer Implementation Guide	
PC070	Setting HME Parameters	

People Services: Corporate Restaurants ONLY

		Qty
PC200	Crew New Hire Packet <i>Includes the following items:</i>	
	*PC202 - Orientation Checklist	
	*PC203 - Crew Handbook	
	*PC205 - Popeyes Security Standards Acknowledgment	
	*PC206 - Cashier Responsibility Acknowledgment	
	*PC207 - Uniform and Personal Appearance Acknowledgment	
	*PC208 - Crew Reference Check Form	
	*PC209 - ESS How-to Guide	
	*PC210 - Electronic Payment Selection Form	
	*PC211 - Federal W-4 Form	
	*PC212 - Welcome Notice	
PC220	Manager New Hire Packet <i>Includes all items from Crew Packet plus the following:</i>	
	*PC218 - Manager Handbook	
	*PC204 - Honor Code Acknowledgment	

Guest Relations Materials

		Qty
PC171	Popeyes Hospitality Program Guidebook	
PC177	SMG/Voice of the Guest Guidebook	

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