



Office Depot Print Order Form



All information below needs to be completely filled out to process your order

Revised: 04-29-16

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If using a credit card
for payment, list the
name of the credit
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Street Address:

City, State Zip:

Phone #:

Customer Service: 800-983-3376

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

Team Member Training Materials

Basics and Foundations		Qty
PC500	Basics and Foundations Set (Foundations and all checklists and posters) (04/2016)	

Checklists

PC508	Code Dating Standards (04/2016)	
PC509	Personal Hygiene (04/2016)	
PC510	Proper Cooling (04/2016)	
PC511	No Cross Contamination (04/2016)	

Posters

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

Batter/Fry

PC501	Batter/Fry Set (all training aids, checklists and posters) (04/2016)	
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Training Aids

PC512	Batter Table Setup (Ice Bath) (04/2016)	
PC515	Bone-in Chicken (04/2016)	
PC516	Cajun Fish (04/2016)	
PC517	Catfish (04/2016)	
PC518	Freezer to Fryer cooking (01/2015)	
PC519	Fryer Filtering (04/2016)	
PC092	Fryers - Cold Clean (01/2015)	
PC520	Handcrafted Nuggets (04/2016)	
PC521	Popcorn Shrimp (04/2016)	
PC522	Poultry Batter (04/2016)	
PC523	Shortening Management (04/2016)	
PC524	Tenders (04/2016)	

Checklists

PC525	Batter Table Setup (Ice Bath) (04/2016)	
PC526	Batter Table Setup (Auto Sifter) (04/2016)	
PC527	Blackened Tenders (04/2016)	
PC528	Bone-in Chicken (04/2016)	
PC529	Cajun Battered Fries (04/2016)	
PC530	Cajun Fish (04/2016)	
PC531	Catfish (04/2016)	
PC532	Fryer Filtering (04/2016)	
PC533	Handcrafted Nuggets (04/2016)	
PC534	Popcorn Shrimp (04/2016)	
PC535	Poultry Batter (04/2016)	
PC536	Shortening Management (04/2016)	
PC537	Tenders (04/2016)	

Posters

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

All posters in bold italic are required.

Cleaning		Qty
PC502	Cleaning Set (all checklists) (04/2016)	

Checklists

PC540	Cleaning - Back of the House (04/2016)	
PC541	Cleaning - Curb Appeal (04/2016)	
PC542	Cleaning - Lobby and Restrooms (04/2016)	
PC543	Cleaning - Service Area (04/2016)	
PC544	Cleaning - Storage Areas (04/2016)	

Packaging

PC503	Packaging Set (all training aids, checklists and posters) (04/2016)	
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Training Aids

PC545	Biscuits - Packaging (04/2016)	
PC546	Bone-in Chicken - Packaging (04/2016)	
PC547	Butterfly Shrimp - Packaging (04/2016)	
PC548	Cajun Battered Fries - Packaging (04/2016)	
PC549	Cajun Fish - Packaging (04/2016)	
PC550	Cajun Rice - Packaging (04/2016)	
PC551	Catfish - Packaging (04/2016)	
PC552	Cole Slaw - Packaging (04/2016)	
PC553	Green Beans - Packaging (04/2016)	
PC554	Handcrafted Nuggets - Packaging (04/2016)	
PC555	Mashed Potatoes & Gravy - Packaging (04/2016)	
PC556	Po'Boy Sandwiches (04/2016)	
PC557	Popcorn Shrimp - Packaging (04/2016)	
PC136	Popcorn Shrimp - Portioning (01/2015)	
PC122	Programming Holding Drawers (08/2014)	
PC558	Red Beans and Rice - Packaging (04/2016)	
PC559	Tenders - Packaging (04/2016)	

Checklists

PC560	Biscuits - Packaging (04/2016)	
PC561	Bone-in Chicken - Packaging (04/2016)	
PC562	Butterfly Shrimp - Packaging (04/2016)	
PC563	Cajun Battered Fries - Packaging (04/2016)	
PC564	Cajun Fish - Packaging (04/2016)	
PC565	Cajun Rice - Packaging (04/2016)	
PC566	Catfish - Packaging (04/2016)	
PC567	Cole Slaw - Packaging (04/2016)	
PC568	Green Beans - Packaging (04/2016)	
PC569	Handcrafted Nuggets - Packaging (04/2016)	
PC570	Intro to Packaging (01/2015)	
PC571	Mashed Potatoes & Gravy - Packaging (04/2016)	
PC572	Po'Boy Sandwiches (04/2016)	
PC573	Popcorn Shrimp - Packaging (04/2016)	
PC574	Red Beans and Rice - Packaging (04/2016)	
PC575	Sandwich Station Setup (04/2016)	
PC576	Tenders - Packaging (04/2016)	

Posters

PC577	Chicken & Tenders - Packaging (04/2016)	
PC578	Sandwiches - Packaging (04/2016)	
PC579	Seafood & Nuggets - Packaging (04/2016)	
PC580	Side Items - Packaging (04/2016)	
PC156	Family Meals and Kids Meals - Packaging (11/2014)	

Email or Fax orders to the following:

Central US email: rpf2956@officedepot.com or Fax 561-438-8085

Eastern US email: rpf2957@officedepot.com or Fax 561-438-8185

Western US email: rpf2960@officedepot.com or Fax 561-438-8157



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Team Member Training Materials

Prep and Biscuits		Qty
PC504	Prep and Biscuits Set (all training aids, checklists and posters) (04/2016)	
Training Aids		
PC581	Biscuits (04/2016)	
PC582	Brewed Ice Tea (04/2016)	
PC583	Cajun Rice (04/2016)	
PC584	Cole Slaw (04/2016)	
PC585	Green Beans (04/2016)	
PC586	Heating Chubs in Accutemp Steam & Hold (04/2016)	
PC587	Heating Chubs in Chub Warmer (04/2016)	
PC588	Mashed Potatoes (04/2016)	
PC589	Red Rice (04/2016)	
Checklists		
PC590	Biscuits (04/2016)	
PC591	Brewed Ice Tea (04/2016)	
PC592	Cajun Rice (04/2016)	
PC593	Cole Slaw (04/2016)	
PC594	Green Beans (04/2016)	
PC595	Heating Chubs in Accutemp Steam & Hold (04/2016)	
PC596	Heating Chubs in Chub Warmer (04/2016)	
PC597	Mashed Potatoes (04/2016)	
PC598	Prep Station Setup (04/2016)	
PC599	Red Rice (04/2016)	
Posters		
PC600	Cajun Rice (04/2016)	
PC601	Cole Slaw/Green Beans (04/2016)	
PC602	Mashed Potatoes/Chubs (04/2016)	
PC603	Red Rice (04/2016)	

All posters in bold italic are required.

Seasoning		Qty
PC505	Seasoning Set (all training aids, checklists and posters) (04/2016)	
Training Aids		
PC604	Seasoning Chicken (04/2016)	
Checklists		
PC605	Seasoning Chicken (04/2016)	
Posters		
PC606	<i>Seasoning Chicken (04/2016)</i>	
Service		
PC506	Service Set (all Service checklists and Service Basics) (04/2016)	
Checklists		
PC607	Beverage Service (04/2016)	
PC608	Cash Handling (04/2016)	
Service Basics		
PC250	Service Basics Training Outline (04/2015)	
PC609	Service Basics Job Aid (04/2015)	
PC254	Service Basics Observation Form (04/2015)	

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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)	

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	
*PC253 - Service Basics Videos (DVD)	
*PC254 Service Basics operations Form	

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>	
*PC201 - Folder and New Hire Checklist	
*PC202 - Orientation Checklist	
*PC203 - Crew Handbook	
*PC205 - Popeyes Security Standards Acknowledgement	
*PC206 - Cashier Responsibility Acknowledgement	
*PC207 - Uniform and Personal Appearance Acknowledgment	
*PC208 - Crew Reference Check Form	
*PC209 - ESS How-to Guide	
*PC210 - Electronic Payment Selection 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 Acknowledgement	

Guest Relations Materials

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

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