Office DEPOT

Store Purchasing Card Application

Your Store Purchasing Card allows you to receive the lower of the retail store price or your custom business account pricing when you shop in our Retail stores. You may pay by cash, check, credit card or account billing (if you have account billing on your business account.) Any single transaction may not exceed $1,000. Daily transactions are limited to 5 per day and may not exceed a total of $2,000. To request different payment options or transaction limits, please contact your account manager.

Please fill out the top section and fax it to 888.438.9066 or email to SPCProcessing@officedepot.com. Please allow up to 3 weeks for processing. If you need assistance filling out this application or you have any questions on the Store Purchasing Card, please contact your Account Manager or call 888.438.4037. By signing below you acknowledge that you have read and agree to the Store Purchasing Card terms and conditions on the reverse side of this application.

CUSTOMER

Please complete the information below as it should appear on the card. Please fill out all fields in this section. If you would like more than one card with different cardholder information, a separate application is necessary.

Company Name: Your Company Name Here (Up to 25 characters)

Account #: ###-###-###

Cardholder Name: Name You Want on the Card

Company Contact: Contact Information Here

Company Address: 123 Address Here City: City Name Here

State: _____ Zip / Postal Code: ##### Phone Number: (###) ###-#### E-Mail: your.name@email.address.here.com

00 How many cards would you like?

By signing here you acknowledge that you have read and agree to the Store Purchasing Card terms and conditions on the reverse side of this application.

Customer Signature: _____ Date: MM/DD/YYYY

INTERNAL USE ONLY (Account Manager)

Account Manager: _____ Sales ID: _____

Phone Number: _____ Extension: _____ E-Mail: _____

Account Manager's Signature: _____ Date: _____

Store Purchasing Card Terms and Conditions

In consideration of issuance of an Office Depot Store Purchasing Card ("Card") to you, ("Cardholder"), Cardholder 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, nor does it extend credit to the Cardholder. The Card is an identification card only and allows the Cardholder to receive their custom discount pricing when making purchases at Office Depot's retail stores.

2. Payment options for purchases made with Cards issued to Office Depot Business Solutions Division ("BSD") business account clients ("BSD Client") are (a) account billing, (b) account billing and other types of payment at the point of sale (cash, check, credit card), or (c) other types of payment at the point-of sale only. The default payment option is (b) above. To select another payment option, please notify your Office Depot BSD account manager.

   - For account billing purchases, per transaction and per day dollar limits will be established for the Card. These limits may be adjusted only upon the BSD Client's submission of a revised application. The Cards cannot be used once the dollar limits have been exceeded.
   - Any restrictions or exclusions imposed on the purchase of products pursuant to a written contract between the BSD Client and Office Depot shall not apply to those purchases made in Office Depot retail stores using the Card.
   - The Card is non-transferable. The BSD Client may authorize its employees or other individuals to utilize the Card. However, 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, or if the card is lost or stolen.
   - In the event the Card is lost or stolen, the BSD Client must contact Office Depot immediately at **888.438.4037** so that Office Depot can place a hold on the account to prevent further transactions.

3. Payment options for purchases made with Cards issued by a BSD Client to Cardholders through a group or employee purchasing organization are cash, check and credit card only.

   - The Card is non-transferable and Cardholder is responsible for all purchases made by any use of this Card. In the event the card is lost or stolen it is the Cardholder'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

4. Office Depot coupons valid at retail stores and used in conjunction with a Card will provide the Cardholder with a discount off of the retail store price only. The Card will permit the Cardholder to receive either its custom discounted pricing or the retail store price after discounts, whichever is lower.

5. The Card must be presented at the point of sale in order for the Cardholder to receive its custom discounted pricing.

6. Office Depot reserves the right to unilaterally revoke or terminate the Card for any reason. Upon the receipt of notice that the Card has been terminated, the Cardholder must destroy the Card.

7. If the BSD Client is issued more than one (1) Card, all Cards issued shall be subject to these Terms and Conditions.

8. Office Depot reserves the right, at any time, to revise these Terms and Conditions. Any modifications to these Terms and Conditions shall be effective upon posting of the modified terms and conditions at **business.officedepot.com** or any successor website.

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