Program at a glance

Office DEPOT | rewards Platinum

Loyalty has its rewards

Succeeding in business is about building smart relationships. That's why we created the Office Depot Rewards Platinum program, a loyalty program for small and medium businesses that have their orders delivered. As a Platinum member, you get great deals. You get award-winning customer service. You can shop the way you like (online, by phone, by fax, in-store). Office Depot Rewards Platinum: the smart way of taking care of business.

OFFICE DEPOT REWARDS PLATINUM

Instant 15% off Everyday Low Web Pricing on 50 office essentials

Instant 15% off Everyday Low Web Pricing on 3 top-selling case paper products

Instant 15% off Everyday Low Web Pricing on 10 products that you pick, like your ink & toner (excludes technology and furniture)

Special pricing on copy, print and select coffee products

Everyday Low Web Pricing for all other active products on the web and in our catalogs

Monthly special offers and incentives

FREE NEXT BUSINESS-DAY DELIVERY on qualifying orders of $50 or more. Place your office supply order online or via phone by 5:00 pm your time (in most locations) or fax it by 3:00 pm your time and get it delivered the next business-day, FREE! (Some furniture, technology and special order items do not qualify. See your account manager for full details.) For orders under $50 you pay just $4.95 for next business-day delivery.

Account management

Exclusive special offer webpage for Platinum members
business.officedepot.com/platinum

Dedicated Platinum member hotline 87.SMART.OD1 (877.627.8631)

Store Purchasing Card, so you get the same discounts in-store

Account billing for flexible 30-day payment options (for qualifying members)

5% Back to Schools program, so you can give back to your local school

Limited to Pre-K-12th grade. Not applicable to schools in Puerto Rico. 5% of qualifying school and office supply purchases made during each program period will be offered to the participating school designated by each customer quarterly in the form of an Office Depot® Merchandise Card. Qualifying purchases are categorized as basic school and office supplies, i.e., paper, file folders, pens, pencils, crayons etc. Products that do not qualify are all technology and consumer electronic products and accessories, media and software that is not education or reference related; all furniture items and furniture accessories; all ink and toner cartridges; Gift Cards; postage stamps; purchases from Copy & Print Depot; and purchases made to contract business accounts except purchases made by Office Depot Rewards Platinum members. Credits are not available to schools with less than $10 in tallied credits per quarter. Unaccepted/declined credits are void. Other restrictions apply, visit your local Office Depot® for details. Office Depot® will honor up to $10 million in total credits to the designated schools that opt to participate.

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business.officedepot.com/platinum
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Program Overview

Office DEPOT | rewards Platinum

Loyalty has its rewards.

Succeeding in business is about building smart relationships. That's why we created the Office Depot Rewards Platinum program, a loyalty program for small and medium businesses that have their orders delivered. As a Platinum member, you get great deals. You get award-winning customer service. You can shop the way you like (online, by phone, by fax, in-store). Office Depot Rewards Platinum: the smart way of taking care of business.

INSTANT 15% OFF

50 OFFICE ESSENTIALS + **3 CASE PAPER PRODUCTS** + **YOUR TOP 10 PRODUCTS**

Get an instant 15% off Everyday Low Web Pricing on 50 office essentials, a selection of frequently ordered office supplies. See the complete list in your Platinum member packet.

Take an instant 15% off Everyday Low Web Pricing on 3 top-selling case paper products.

Create your own top 10 List of items you'd like to get an instant 15% discount on (excludes technology and furniture). Save on budget-intensive items like ink, toner, paper and more.

FREE next business-day delivery! Now, that's SMART.

Office Depot Rewards Platinum members get Free next business-day deliveries. Place your office supply order online or via hone by 5:00 pm (in most locations) or fax it in by 3:00 pm and get it delivered the next business-day, FREE! (Some furniture, tachnology and special order items do not qualify. See your account manager for full details.) For orders under $50 you pay just $4.95 for next business-day delivery.

OFFICE DEPOT REWARDS PLATINUM at a glance

Instant 15% off Everyday Low Web Pricing on 50 office essentials

Instant 15% off Everyday Low Web Pricing on 3 top-selling case paper products

Instant 15% off Everyday Low Web Pricing on 10 products you pick, like your ink & toner (excludes technology and furniture)

Special pricing on printing and coffee products

Everyday Low Web Pricing for all other active products on the web or in catalogs

Monthly special offers and incentives

FREE NEXT BUSINESS-DAY DELIVERY on orders of $50 or more. Under $50, pay just $4.95(some exclusions apply, see below for details)

Account management

Exclusive special offer webpage for Platinum members **business.officedepot.com/platinum**

Dedicated Platinum member hotline 87.SMART.OD1 (877.627.8631)

Store Purchasing Card, so you get the same discounts in-store

Account billing for flexible 30-day payment options (For qualifying Members)

5% Back to Schools program Give back to your local school

Loyalty: a smart business strategy.

Account management. A trusted business advisor, your account manager can point you to the right products and services that meet your needs and help you stretch your budget, too.

Platinum member hotline. We have a hotline just for our Platinum members. You can call with questions, place an order, or request a special order, and then get back to running your own business.

Special offer webpage. Platinum members have an exclusive webpage at **business.officedepot.com/platinum** with special offers, complete program details, and more.

Same discounts in-store. Need to run into an Office Depot retail store for a last minute purchase? With your Store Purchasing Card, you'll get the same discounts.

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SMART STARTS AT SCHOOL!

With our 5% Back to Schools program, your company can "adopt" a nearby school. 5% of your qualifying purchases will be offered as credits for free supplies to the Pre-K – Grade 12 school of your choice. Look inside or ask your account manager for details.

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Instant 15% off Office Essentials

Office DEPOT | rewards Platinum

Platinum members get an instant 15% off these Office Essentials. Things you use every day: Post-it® notes and highlighters, pens and pads of paper, scissors and staplers.

SKU #	PRODUCT DESCRIPTION	PRODUCT CATEGORY	PLATINUM MEMBERS SAVINGS
729525	Wilson Jones® White 3-Ring Binder, 1”	Binders	
729558	Wilson Jones® White 3-Ring Binder, 1 1/2”	Binders	
729624	Wilson Jones® White 3-Ring Binder, 2”	Binders	
729640	Wilson Jones® White 3-Ring Binder, 3”	Binders	
450073	Purell® Hand Sanitizer, 8 Oz.	Cleaning and Breakroom	
503576	Bottled Water, Case of 24	Cleaning and Breakroom	
508415	Office Depot® Brand Recycled Multi-fold Towel, White, 250 Towels/Pk 16 Packs in Case	Cleaning and Breakroom	
618405	Kleenex® 2-Ply Facial Tissue, 6 Boxes	Cleaning and Breakroom	
724461	Dixie® Insulated Hot or Cold Cups, 12 Oz., 25/Pk	Cleaning and Breakroom	
849346	Scott® 2-Ply Toilet Tissue, Case of 80 Rolls	Cleaning and Breakroom	
429431	Binder Clips, Medium, 12/Box	Clips	
308957	Office Depot® Brand Black Binder Clips, Large, 2”, 12/Box	Clips	INSTANT
429175	Office Depot® Brand Jumbo Paper Clips, Silver, 100/Box	Clips	
576481	Office Depot® Brand Correction Tape, Single Line, 2/Pk	Correction Products	
574817	Office Depot® Brand 8 Big Tab Dividers, 8 1/2” x 11” - Recycled	Dividers	15%
911220	Office Depot® Brand Air Cleaning Duster, 10 Oz.	Electronics Accessories	
210106	Energizer® Max® Alkaline AA Batteries, 20/Pk	Electronics Accessories	
210142	Energizer® Max® Alkaline AAA Batteries, 20/Pk	Electronics Accessories	OFF
330808	Office Depot® Brand Clasp Envelopes, 9” x 12”, Brown Kraft, 100/Box - Recycled	Envelopes	
633888	Office Depot® Brand #10 White Envelopes, 24 Lb, 500/Box	Envelopes	
810838	Office Depot® Brand File Folders, 1/3 Cut, Letter size, 100 Pk - Recycled	File Folders	
810846	Office Depot® Brand File Folders, 1/3 Cut, Legal size, 100 Pk - Recycled	File Folders	OUR
810929	Office Depot® Brand Hanging Folders, 1/3 Cut, Letter size, 25/Box - Recycled	File Folders	
810994	Office Depot® Brand Hanging Folders, 1/5 Cut, Letter size, 25/Box - Recycled	File Folders	
369571	Post-It® 4/Color Small Flags, 35 flags, 4/Pk	Flags	EVERYDAY
958220	Post-it® 30% Recycled 3” x 3” Pop-up Notes, Yellow, 100 sheets, 12/Pk	Flags	
569502	Lexar™ JumpDrive® TwistTurn USB Flash Drive, 4GB	Flash Drive	
128853	Foray Chisel Tip Highlighters, Assorted Colors, 12/Pk	Highlighters	LOW
239400	Brother® TZ-231 Black on White Tape, 0.5” x 26.2”	Labeling Accessories	
220472	Office Depot® Brand White Laser File Folder Labels, 2/3” x 3 7/16”, 750/Box	Labels	
612011	Office Depot® Brand White Laser Printer Address Labels, 1” x 2 5/8”, 3,000/Box	Labels	WEB
305466	Office Depot® Brand White Writing Pads, Letter size, 50 pages, 12/Box	Legal Pads	
305706	Office Depot® Brand Legal Canary Writing Pads, Letter size, 50 pages, 12/Box	Legal Pads	
306902	Office Depot® Brand Jr White Legal Writing Pads, 5” x 8”, 50 pages, 12/Pk	Legal Pads	PRICING
203349	Sharpie® Permanent Black Fine-Point Markers, 12/Box	Markers	
203356	Sharpie® Permanent Red Fine-Point Markers, 12/Box	Markers	
307512	EXPO® Original White Board Eraser, Soft Pile	Markers	
128772	Foray Dry Erase Markers, Black, 12/Pk	Markers	
375667	Office Depot® Brand Scissors, 8” Straight, Black	Scissors	
908210	Swingline® Standard Desk Stapler, Black	Stapler	
432087	Office Depot® Brand Staples, 1/4”, Pack of 3 Boxes	Staples	
161488	Office Depot® Brand Storage Box, 10” x 12” x 15”, 12/Pk - Recycled	Storage Boxes	
173336	Scotch® Black 1” Tape Dispenser	Tape & Dispensers	
520928	Office Depot® Brand Invisible Tape, Refill, 3/4” x 1,000”, 10/Pk	Tape & Dispensers	
733601	Office Depot® Brand #2 Pencils, Medium Soft Lead, 72/Pk	Writing Instruments	
181578	Paper Mate® Ballpoint Stick Pens, Blue, Medium Point, 12/Pk	Writing Instruments	
181594	Paper Mate® Ballpoint Stick Pens, Black, Medium Point, 12/Pk	Writing Instruments	
297944	Office Depot® Brand Rollerball Pens, Blue, Medium Point, 36/Pk	Writing Instruments	
297896	Office Depot® Brand Rollerball Pens, Black, Medium Point, 36/Pk	Writing Instruments	
234192	Foray Retractable Rubber Grip Ballpoint Pen, 1.0 Medium Point, Black, 12/Pk	Writing Instruments	

Instant 15% off popular case paper products

348037	Office Depot® Brand Copy Paper, Letter size, 92 Bright, 20lb, Case of 10 reams	Copy Paper
940650	Office Depot® Brand 30% Recycled, Letter size, 92 Bright, 20lb, Case of 10 reams	Copy Paper
347005	Hammermill® Tidal® MP, Letter size, 92 bright, 20lb, Case of 10 reams	Copy Paper

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Your Top 10

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Choose your top 10 items and get an instant

15% off

As a Platinum member, you save an instant **15% off** Everyday Low Web Pricing on 10 products you pick (excludes technology and furniture). Many people save by adding ink, toner and paper to their list. Typically these supplies are big cost items for companies.

What should I pick?

Need some help deciding your top 10?

Here are some smart ideas:

- Add all of the ink and toner products you need to support the printers in your office
- Take **smarter** steps towards a greener business. We have over 6,500 green products to choose from. See for yourself, click **business.officedepot.com/greeneroffice**
- Add your favorite snacks, refreshments, coffee and cleaning items from our expansive Cleaning & Breakroom assortment

HOW DO I SETUP MY TOP 10?

SETUP IS SIMPLE. CALL THE PLATINUM MEMBER HOTLINE AT 87.SMART.OD1 (877.627.8631) OR CONTACT YOUR ACCOUNT MANAGER.

SMART IDEAS FOR YOUR TOP 10

Choose all of your ink and toner

Clorox Disinfecting Wipes
Item # 821-808

Smead® Color File Folders
Item # 116-253

Uni-ball 207 Gel Pen
Item # 266-648

Folgers Coffee, 33.9 oz
Item # 976-695

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Printing and Coffee

Office DEPOT | rewards Platinum

Platinum members save on copy & finishing services

Whether you're preparing a big presentation or just need to polish your image, Office Depot® can help you save time and money.

- Digital Printing
- Print On Demand
- Promotional Products
- Large Format Printing
- Business Forms
- Stationery

Color Copies

39¢ *

Black & White Copies

3¢ *

Finishing Services

20% off

No Minimum Quantities

Platinum members pay $10.50 a box for K-Cup® coffee

A Broad Assortment of Quality Brands Office Depot customers can select from a broad assortment of branded specialty coffees, teas and hot cocoa. Coffee varieties range from light, medium, dark roasted, extra bold and decaf and include deliciously flavored coffees such as Hazelnut, French Vanilla and a variety of seasonal favorites. Tea selections include black teas, herbal teas, decaf teas and green tea. Find your favorite beverage from our selection of over 55 quality gourmet varieties, or try something new every day.

Suit Your Individual Taste With gourmet coffees, teas and cocoa available through the Office Depot Single-Cup Coffee Program, customers are assured the finest quality beverages. Our gourmet coffees are carefully chosen, processed and roasted to perfection and kept fresh through quality packaging. Our fine teas offer a complementary blend of rich flavors that appeal to the senses. Taste the flavor and relish the aroma of our Green Mountain® premium coffees and teas, and enjoy beverages of unmatched flavor and character in the office daily.

PR.11.1110.v2

** Costs are per side. 2-sided black and white copies are $.06 each and 2-sided color copies are $.78 each.*

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Lower Delivery Fees

Office DEPOT | rewards Platinum

OVER 14,000 ITEMS IN STOCK, READY TO SHIP!

In 2010, we had an order fill rate that averaged 99.35 percent — meaning we had what you needed in stock, ready to go, virtually all of the time. Order away!

99.26% ON-TIME DELIVERY!

In 2010, we had an on-time delivery rate of 99.26 percent. We do our best to get you what you need, on time, all the time.

Platinum members save with FREE next business-day delivery on qualifying orders of $50 and up.

You get free next business-day delivery on orders of $50 or more (some furniture and a few other items do not qualify — see our "fine print" below to see what applies). With a little advance planning, you might never have to pay for shipping again!

Need a little something, fast? For orders under $50, Platinum members pay only $4.95.

For those occasional orders under $50 that you need next business-day, we've reduced the delivery fee for Platinum members from $9.95 to $4.95. So you can get what you need without busting your budget.

What does "next business-day delivery" mean?

- ORDER BY 5:00 pm your time (in most locations) online or by phone
- ORDER BY 3:00 pm your time by fax

and your qualifying order will be delivered the next business-day (8:30 am – 5:00 pm your time, M-F).

Unfortunately, next business-day delivery isn't possible in some places. Check with your account manager to see what applies in your area.

And please don't forget your carbon footprint.

A carbon footprint is the amount of carbon dioxide and other greenhouse gases emitted over the life cycle of a product or service. The more deliveries you ask for, the more CO2 we both emit into the air.

By consolidating your orders as often as possible, you'll cut down on your paperwork. But more importantly, you'll be doing the environment a favor. Fewer truckloads mean less CO2 in the air and a smaller carbon footprint.

The fine print: we can't move giant stuff as quickly.

Some furniture, technology and special order items do not qualify for free next business-day delivery. Ask your account manager for details.

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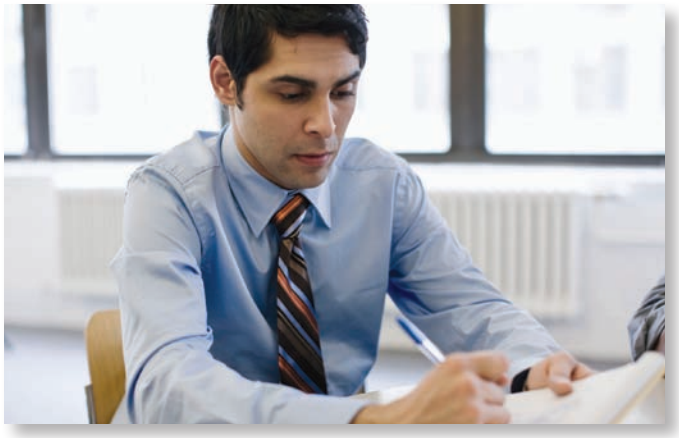
We're here to help

Office DEPOT | rewards Platinum

Account Management

Your account manager will consult with you to find the perfect solutions for all your business needs — like helping you purchase the right media projector or select the ergonomic chair that best fits your needs. You account manager:

- Can help you find creative ways to stretch your budget — for instance, by maximizing your Top 10 Custom Discount List.
- Has specialized industry know-how that can simplify your day. He or she can help you solve the supply issues that come up in your particular line of work — so you can get back to it.
- Can show you the easiest way to navigate our website and set up your online shopping lists (which makes refilling regular orders a snap). He or she can also show you how to take advantage of usage reporting. And should you ever need to, we can help you complete a return.



We're here to help you. Call us anytime if you have a question, need a price quote or need help placing an order. If you're not sure, don't hesitate. Give us a call!

Your account manager: _____

Your account manager's direct line: _____

Exclusive Special Offer Webpage
business.officedepot.com/platinum

As a Platinum Member, you have access to an exclusive webpage with special offers, great deals, and complete details on the program.

Click **business.officedepot.com/platinum** to:

- Take advantage of special offers for Platinum members
- Learn more about the program
- View your shopping lists
- Sign up for regular emails from Office Depot for even more savings
- Apply for a Store Purchasing Card so you get your Platinum member pricing in-store
- Select your top 10 list for an instant 15% off (excludes technology and furniture)

Platinum Member Hotline 87.SMART.OD1 (877.627.8631)

PLATINUM MEMBERS HAVE A DEDICATED HOTLINE FOR ANY QUESTIONS OR ISSUES THAT MAY ARISE. OR, YOU CAN CALL TO SIMPLY PLACE AN ORDER. CALL THE HOTLINE FOR:

- **QUESTIONS ON THE OFFICE DEPOT REWARDS PLATINUM PROGRAM**
- **PLACING AN ORDER**
- **SETTING UP A YOU PICK 10 LIST**
- **PRODUCT QUOTES AND SPECIAL ORDER REQUESTS**
- **COMPLETING A RETURN**
- **TRACKING AN ORDER**

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Store Purchasing Card

Office DEPOT | rewards Platinum

Enjoy your Office Depot Rewards Platinum discounts in-store.

Most of the time, you probably like to have your orders delivered. But every so often, you may need to go to an Office Depot® retail store. That's why we offer the Office Depot Store Purchasing Card. It means you get the same deals in-store as you would online, by phone or by fax.

MORE OPTIONS AT THE COUNTER.

Your Office Depot Store Purchasing Card isn't a credit card. It does reflect your Platinum member custom discounted pricing, your payment options and other relevant account information.

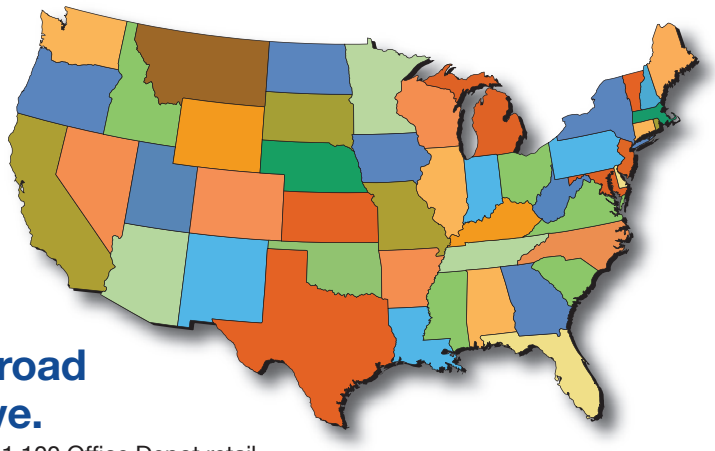
Depending on the options your company selects, you can:

- Pay at the register with cash, check or credit card.
- Or use your Store Purchasing Card to "put it on your tab" and pay later, if you are eligible for account billing.

Do I really need a Store Purchasing Card?

If you have all of your orders delivered, you may think that you don't need a Store Purchasing Card.

But you might be surprised at how convenient it is to have one, especially when something pops up at the last minute. It's nice to be able to run into any Office Depot retail store in the country and pull out your Store Purchasing Card, knowing that all of your Platinum member discounts will automatically be applied.



WANT A CARD?

You'll find an application form for a Store Purchasing Card in this packet. Your account manager or the Platinum member hotline can give you more details about the program and help you register for the card.

If you decide you want a Store Purchasing Card later and you can't find the application, call the Platinum member hotline at **87.SMART.OD1 (877.627.8631)** or contact your account manager. Or, visit **https://business.officedepot.com/spc**

Hit the road and save.

We have over 1,100 Office Depot retail stores around the country. If you're on the road and you need something fast, relax. Your custom discounted pricing goes everywhere you and your Store Purchasing Card go.

And you'll always get the lower price.

When the cashier swipes your Store Purchasing Card, your Platinum member custom discounted pricing is automatically in effect. But if the price in the store is lower, that's the price you'll get.

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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. 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: _____ (Up to 25 characters)

Account #: _____

Cardholder Name: _____

Company Contact: _____

Company Address: _____ City: _____

State: _____ Zip / Postal Code: _____ Phone Number: _____ E-Mail: _____

☐ 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: _____

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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Convenient Payment Options

Office DEPOT | rewards Platinum

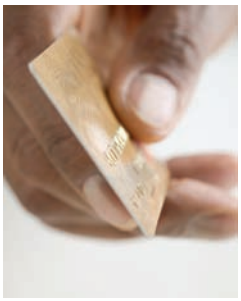
Payment plans that fit your business needs.

There's a saying, "Mind the pennies and the dollars look after themselves." It's a smart mindset, one that works for organizations of all sizes. And it's why we offer flexible payment options — to help you succeed.

"Put it on my tab." Account Billing

Managing your cash flow is critical, and Account Billing is a great way to do it. If your organization qualifies, Account Billing means that you can run a tab and pay every 30 days.

Whether you order online, by phone, by fax, or in-store (using your Store Purchasing Card), the charges will automatically be posted to your Office Depot® account.



"Let's link my card to my account." Procurement Card

You can link your personal or business credit card to your account, turning it into a Procurement Card for Office Depot. When you pay with this card, you get your custom discounted pricing, whether you're shopping online, by phone, by fax, or in-store.

If you'd like to turn your credit card into a Procurement Card, talk to your account manager. We'll help you get set up.

"I'd rather just charge as I go, thanks." Major Credit Cards*

We accept MasterCard®, Visa®, American Express®, and the Discover® card, so if you prefer, you can charge as you go.

"We prefer to use company checks." Checks*

You're welcome to pay by business or personal check in any Office Depot retail store, or when you're settling your Account Billing account at the end of your 30-day pay period.

"I'm old-fashioned. I pay in cash." Cash*

You can always pay by cash when you're in an Office Depot retail store.

**Enroll for the Store Purchasing Card and pay by cash, check or major credit card when you shop in-store.*

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QUESTIONS?

Talk to your account manager or call the Platinum member hotline, Monday – Friday, 8:00 am – 5:00 pm EST.

87.SMART.OD1
(877.627.8631)

business.officedepot.com/platinum
87.SMART.OD1 (877.627.8631)

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5% Back to Schools Program

Office DEPOT | rewards Platinum

Smart starts at school!

We want kids to feel ready to take on the world. That's why everyone at Office Depot is committed to children and schools. By supporting education initiatives, we help prepare kids to participate in the global community. The way we see it, tomorrow's workforce is sitting in today's classroom.

The 5% Back to Schools Program: When you shop, kids benefit.

OUR 5% BACK TO SCHOOLS PROGRAM IS AN EFFORTLESS WAY TO SUPPORT A SCHOOL IN YOUR COMMUNITY.

WHEN YOU BUY QUALIFYING PRODUCTS, 5% OF THESE PURCHASES WILL BE CREDITED TO A PRE-K – GRADE 12 SCHOOL OF YOUR CHOICE. EVERY QUARTER, OFFICE DEPOT WILL OFFER A MERCHANDISE CREDIT TO ANY SCHOOL THAT EARNS A MINIMUM OF $10 TO BE USED TOWARD FREE SUPPLIES.

Three simple steps to credit your school.

1. Be sure to give your school's 5% Back to Schools ID number each time you make a purchase.
2. Office Depot will total the qualifying purchases made each quarter.
3. Office Depot will offer your school 5% of the qualifying purchases in merchandise credit, which can be used towards FREE SUPPLIES.

What products qualify for school credit?

Basic school and office supplies qualify: pens, pencils, note pads, binders and more. Chances are, you're already buying things that qualify for credit. For a list of qualifying products and the terms and conditions, see the back of this page.

HOW DO I GET MY SCHOOL'S ID NUMBER?

- Email us at **backtoschool@officedepot.com**
- Call the Platinum member hotline, **877.627.8631**
- Visit an Office Depot retail store for a listing of school ID numbers

Any way you order, your school wins.

ONLINE
- After you place your online order, write down the order number
- Click on the 5% Back to Schools link on **business.officedepot.com/platinum**
- Fill out the form and include your school's ID number

PHONE Whenever you place an order on the Platinum member hotline **87.SMART.OD1** (**877.627.8631**) or **888.2.OFFICE** (**888.263.3423**), be sure to give your school's ID number

FAX Once you've received your order number, write it down and follow the same procedure as for online ordering

STORE Just give your school ID number to the cashier any time you make a purchase in an Office Depot retail store. Qualifying purchases are automatically credited to your school's account.

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5% BACK TO SCHOOLS PROGRAM QUALIFYING PRODUCTS

Here is a list of some qualifying products

- Adding machine/POS roll
- Adhesives
- Art/drafting papers
- Art/drafting supplies
- Ballpoint pens
- Basic labels
- Batteries
- Better pens/pencils
- Binders
- Books
- Boxes/packing materials
- Bulletin boards
- Children's coloring
- Cleaning supplies
- Clipboards
- Clips/fasteners/push pins
- Clocks
- Color copy paper
- Computer paper
- Construction paper
- Contract ruled paper
- Correction products
- Corrugated storage
- Design papers
- Desk pads
- Display calculators
- Dry erase boards
- Easel pads and easels
- Education and reference software
- Electronic labeling
- Expanding files
- Fax paper
- File folders
- Filing/ID labels
- Filler paper
- Financial calculator
- Flag
- General ergonomic accessories
- Graphing calculators
- Hanging file folders
- Highlighters
- Hole punches
- Index cards and files
- Indexes/dividers
- Inkjet labels
- Inkjet paper
- Labeling accessories
- Laser labels
- Laser paper
- Lead/refills/erasers
- Legal pads
- Letter opener/knives
- Machine card products
- Mailing supplies
- Manual labelmakers
- Maps and atlases
- Media labels
- Media storage
- Multi-purpose paper
- Name badges
- Office stationery
- Office systems
- Organizer/reference
- Overhead projectors
- Packing tape/dispensers
- Pads/wrist rests
- Paper products
- Paper trimmers
- Pencils
- Permanent markers
- Personal hygiene
- Photo paper
- Poly filing
- Portfolios
- Presentation markers
- Project boards
- Report covers
- Rollerball pens
- Rubberbands
- Rulers
- Safes
- Safety/security
- Scales
- School backpack/accessories
- School accessories
- School binders
- Scientific calculator
- Scissors
- Self-stick notes
- Sharpeners
- Sheet protectors
- Signs and letters
- Specialty labels
- Specialty pens
- Stampers/accessories
- Stapling
- Storage
- Tape and dispensers
- Teaching supplies
- Transparencies
- Wastebasket/bags
- White copy paper
- Wirebound notebooks
- Wireless notebooks
- Writing journals

Limited to Pre-K-12th grade. Not applicable to schools in Puerto Rico. 5% of qualifying school and office supply purchases made during each program period will be offered to the participating school designated by each customer quarterly in the form of an Office Depot® Merchandise Card. Qualifying purchases are categorized as basic school and office supplies, i.e., paper, file folders, pens, pencils, crayons etc. Products that do not qualify are all technology and consumer electronic products and accessories, media and software that is not education or reference related; all furniture items and furniture accessories; all ink and toner cartridges; Gift Cards; postage stamps; purchases from Copy & Print Depot; and purchases made to contract business accounts except purchases made by Office Depot Rewards Platinum members. Credits are not available to schools with less than $10 in tallied credits per quarter. Unaccepted/declined credits are void. Other restrictions apply, visit your local Office Depot® for details. Office Depot® will honor up to $10 million in total credits to the designated schools that opt to participate.

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Office Depot Rewards Platinum Terms and Conditions

The Office Depot Rewards Platinum Program ("Program") is an Office Depot loyalty program available to select business account customers or potential customers that Office Depot invites to join ("Members"). Not every current or new Office Depot customer will qualify or be invited to join this Program.

Current customers that are invited to join and wish to join must switch their existing price plans and contracts to the pricing included in this Program.

The Program consists of the following items:

- **Core List Discount:** A 15% discount off of our officedepot.com regular prices (our "Everyday Low Web Price") on a fixed core list of products set by Office Depot. The fixed core list may be changed with or without notice from Office Depot at any time.
- **Paper Discount:** A 15% discount off of our Everyday Low Web Price for our three top-selling case copy paper items.
- **Your Top 10 Custom Discount List:** You can create a list of products on which you will receive a 15% discount off of our Everyday Low Web price (excludes furniture and technology). The number of products you may pick are set forth on the overview page. However, the list of products you pick can only be modified by you annually.
- **Copy and print services and coffee products discounts:** Members pay $0.39 for single-sided color copies and $0.03 for single-sided black and white copies. Members receive select boxes of K-cup coffee for $10.50 per box.
- All other products available on **business.officedepot.com** and in our BSD Big Book Catalog (except custom, special order and discounted products) will be priced at our Everyday Low Web Price.
    - Custom, special order, and discontinued products are priced at 5% off list price.
- Free next business-day delivery on orders of $50.00 or more. For orders under $50.00 Members pay $4.95 for next business-day delivery. Orders must be placed by 5:00 PM your time or faxed by 3:00 PM your time to get delivered next business day. Some furniture, technology, and special order items do not qualify.
- Account billing payment option if your organization qualifies.
- Opportunity to participate in the 5% Back To Schools program, subject to the terms and conditions of such program, which are incorporated herein.
- Opportunity to receive and use the Store Purchasing Card subject to the terms and conditions of the card, which are incorporated herein.
- A dedicated account manager with a minimum annual purchase amount of $6,000. Customers spending under $6,000 annually receive support from telephone account management teams and or customer service teams. For immediate assistance, any Office Depot Rewards Platinum member can call the Platinum member hotline at 87.SMART.OD1 (877.627.8631) Monday-Friday 8:00 AM - 8:00 PM EST.
- Members will also receive additional special offers, promotions and incentives.
- Platinum members webpage.

Office Depot reserves the right to modify your product listing and replace any item with a substitute.

Program Members are responsible for taxes, charges or other liabilities related to or resulting from their participation in the Program.

By participating in the Program, you consent to these terms and conditions ("Terms") of this Program. Any changes to the Terms will be effective immediately upon posting at business.officedepot.com.

Office Depot reserves the right, in its sole discretion to modify, limit or terminate the Program, or any portion thereof, at any time, with or without prior written notice.

Your Program Member information will not be sold or rented to any company outside of Office Depot and its affiliated companies. In order to facilitate your account, we may share your information with our trusted vendors, who have agreed to keep your information confidential. Your information will be used for the purpose of account maintenance, improving not only your customer experience but also the range and types of products and services offered by us to you, as well as to notify you of special offers, promotions, and/or catalogs which may be of interest to you. Of course we will comply with all laws regarding information access by federal and state authorities and may use such information to protect the integrity of the Program or the safety of the members. If you do not wish to have your member information utilized in this manner, you may cancel your participation in the Program at any time by contacting your account representative.

Office Depot assumes no responsibility for errors caused by incorrect Member information.

The interpretation and application of the Terms are in the sole discretion and determination of Office Depot, which in each case shall be final and conclusive.

The laws of the State of Florida, without regard to its conflict of laws rules, will govern the Terms, as well as your and our observance of them. If you take any legal action relating to your use of the Program or the Terms, you agree to file such action only in the state and federal courts located in Palm Beach County, Florida.

If Office Depot fails to act with respect to your breach or anyone else's breach on any occasion, Office Depot is not waiving its right to act with respect to future or similar breaches.

The Terms, together with those items made a part of these Terms by reference, make up the entire agreement between us relating to the Program, and replaces any prior understandings or agreements (whether oral or written) regarding the Program. If a court finds any of the Terms to be unenforceable or invalid, that Term will be enforced to the fullest extent permitted by applicable law and the other Terms will remain valid and enforceable. The Program is void where prohibited by law.