

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

15% off Everyday Low Web Pricing on 50 office essentials

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



15% off Everyday Low Web Pricing on 10 products that you pick
(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

Additional monthly special offers and incentives



FREE NEXT BUSINESS-DAY DELIVERY on qualifying orders of \$50 or more.

For orders under \$50 you pay just \$4.95 for next business-day delivery. Phone in your office supply order by 5:00 pm or fax it in by 3:00 pm 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.)



Dedicated account manager

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 now available to you as a member of the Office Depot Rewards Platinum program



5% Back to Schools TERMS & CONDITIONS: 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. 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.

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.

**15% OFF
50 OFFICE
ESSENTIALS**



**15% OFF 3
CASE PAPER
PRODUCTS**



**15% OFF
YOUR TOP
10 PRODUCTS**

Get 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 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 a 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. For orders under \$50 you pay just \$4.95 for next business-day delivery. Phone in your office supply order by 5:00 pm or fax it in by 3:00 pm and get it delivered the next business-day, FREE! (Most furniture, some technology, oversized items and special order items are excluded. See your account manager for full details.)



Loyalty: a smart business strategy. Being loyal has real benefits.

Dedicated account manager. A trusted business advisor, your account manager can point you to the right products and services and help you stretch your budget, too.

Platinum members 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.

Account billing. For qualified customers, account billing gives you the flexibility of paying every 30 days, rather than paying with a credit card every time you order.

Same discounts in-store. Need to run into one of our stores for a last minute purchase? With your Store Purchasing Card, you'll get the same discounts.

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.

OFFICE DEPOT REWARDS PLATINUM at a glance

15% off Everyday Low Web Pricing on 50 office essentials

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

15% off Everyday Low Web Pricing on 10 products you pick (excludes technology and furniture)

Extra discounts on printing and coffee products

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

Additional 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)

Dedicated account manager

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 now available to you as a Platinum member



Top 10 Smart Reasons to Partner with Us



Everything you need to run your office. From ink, toner and paper to breakroom snacks and cleaning supplies, from furniture to technology to printing services – when you need quality and value, we're your one source for all your office essentials.

World-class delivery you can count on. Your order is our priority. We have thousands of items available for next business day delivery. Count on our outstanding on-time delivery record (99.09% in 2009) to bring you everything you need for your office – when you need it.



Outstanding environmental leadership. We carry 6,500+ products with environmental attributes and we offer green services, too. We've been recognized by a number of respected independent organizations for our green initiatives, including Office Products International, a global group which recently gave us their inaugural Outstanding Environmental Leadership Award 2009.

Award-winning customer service. You can rely on our customer service team for the help you need. We're the proud winner of the 2009 Stevie® Award for Sales and Customer Service in the category of "Customer Service Team of the Year — Recovery." And we were in the top five for overall Innovation in Customer Service. Serving you is a priority, always.



Shop the way you want, conveniently. By phone or fax, online with secure 24/7 ordering, or in any of our 1,000+ retail stores nationwide, you can get what you need quickly and conveniently.

The technology products and services you need. Anyone can bring you technology. We bring you more than 300,000 related products, plus a full line of technology services. Office Depot® is where small and medium businesses go for smart technology solutions.



More ink and toner choices. We carry a huge selection of national brand inks and toners, and we help your budget and the environment with high-quality Office Depot® Brand remanufactured ink and toner products.

Dedicated account managers. We understand your needs, and we can help. You'll partner with an experienced, consultative account manager, who has the product expertise and industry knowledge to help you manage all your office product needs.



Benefit from the business power of diversity. You'll work with a partner who is committed to the development and success of women and minority-owned companies through Supply Chain Inclusion and our Tier One Mentor Program for disadvantaged firms. For the ninth year in a row, Office Depot has been recognized by DiversityBusiness.com as one of the "Top Organizations for Multicultural Business Opportunities" and for eight consecutive years as one of America's Top Corporations for Women's Business Enterprises by the Women's Business Enterprise National Council.

Innovation in Copy & Print Services. Take advantage of a range of personalized service solutions from printing, copying and binding to imprinting and more. You'll be able to consult with a Xerox®-Certified Print Specialist to confirm your print specifications, deadlines and prices prior to production. Best of all, you can order online and your items will be printed for delivery virtually anywhere your business takes you or for pickup in any of our stores.

15% off Office Essentials

Platinum members get 15% off these Office Essentials. Things you use every day: sticky 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	OD 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	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	
	308957	OD Blk Binder Clips, Large, 2", 12/Box	Clips	
	429175	OD Jumbo Paper Clips, Silver, 100/Box	Clips	
	429431	Binder Clips, Medium, 12/Box	Clips	
	576481	OD Correction Tape, Single Line, 2/Pk	Correction Products	
	574817	OD 8 Big Tab Dividers, 8 1/2" x 11" - Recycled	Dividers	
	329576	OD Brand Air Cleaning Duster, 10 Oz.	Electronics Accessories	15%
	626049	Energizer® Max Alkaline AA Batteries, 24/Pk	Electronics Accessories	
	210142	Energizer® Max Alkaline AAA Batteries, 16/Pk	Electronics Accessories	
	330808	OD Clasp Envelopes, 9" x 12", Brown Kraft, 100/Box - Recycled	Envelopes	
	633888	OD #10 White Envelopes, 24 Lb, 500/Box	Envelopes	
	810838	OD File Folders, 1/3 Cut, Letter size, 100 Pk - Recycled	File Folders	OUR
	810846	OD File Folders, 1/3 Cut, Legal size, 100 Pk - Recycled	File Folders	
	810929	OD Hanging Folders, 1/3 Cut, Letter size, 25/Box - Recycled	File Folders	
	810994	OD Hanging Folders, 1/5 Cut, Letter size, 25/Box - Recycled	File Folders	
	369571	Post-It® 4/Color Small Flags, 4/Pk	Flags	
	958220	OD Pop-up Notes, 3" x 3", Yellow, 100 sheets, 12/Pk	Flags	EVERYDAY
	865255	Ativa Slider 4GB USB 2.0 Flash Drive	Flash Drive	
	128853	Foray Chisel Tip Highlighters, Assorted Colors, 12/Pk	Highlighters	
	239400	Brother® TZ-231 Black on White Tape, 0.5" x 26.2"	Labeling Accessories	
	220424	OD White Laser File Folder Labels, 2/3" x 3 7/16", 1,500/Box	Labels	
	612011	OD White Laser Printer Address Labels, 1" x 2 5/8", 3,000/Box	Labels	WEB
	305466	OD White Writing Pads, Letter size, 50 pages, 12/Box	Legal Pads	
	305706	OD Legal Canary Writing Pads, Letter size, 50 pages, 12/Box	Legal Pads	
	306902	OD Jr White Legal Writing Pads, 5" x 8", 50 pages, 12/Pk	Legal Pads	
	203349	Sharpie® Black Fine-Point Markers, 12/Box	Markers	
	203356	Sharpie® Permanent Red Fine-Point Markers, 12/Pk	Markers	PRICING
	307512	EXPO® Original White Board Eraser, Soft Pile	Markers	
	128772	Foray Dry Erase Markers, Black, 12/Pk	Markers	
	375667	OD Scissors, 8" Straight, Black	Scissors	
	908210	Swingline® Standard Desk Stapler, Black	Stapler	
	432087	OD Staples, 1/4", Pack of 3 Boxes	Staples	
	161488	OD Storage Box, 10" x 12" x 15", 12/Pk - Recycled	Storage Boxes	
	173336	Scotch® Black 1" Tape Dispenser	Tape & Dispensers	
	520928	OD Invisible Tape, Refill, 3/4" x 1,000", 10/Pk	Tape & Dispensers	
	733601	OD #2 Pencils, Medium Soft Lead, 72/Pk	Writing Instruments	
	181578	Paper Mate® Ballpoint Stick Pens, Blue, Med Point, 12/Box	Writing Instruments	
	181594	Paper Mate® Ballpoint Stick Pens, Black, Med Point, 12/Pk	Writing Instruments	
	297944	OD Rollerball Pens, Blue, Fine Point, 36/Box	Writing Instruments	
	297896	OD Rollerball Pens, Black, Fine Point, 36/Box	Writing Instruments	
	234192	Foray Retractable Rubber Grip Ballpoint Pen, 1.0 Med Point, Black, 12/PK	Writing Instruments	
15% off popular case paper products				
	348037	OD Copy Paper, Letter size, 92 Bright, 20lb, Case of 10 reams	Copy Paper	
	940650	OD 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	

Choose your top 10 items and save

Save on your top 10 Office Depot® product choices. Many people save by adding ink, toner and paper to their list. Typically, these supplies are big cost items for companies (excludes technology and furniture).

SKU NUMBER	PRODUCT DESCRIPTION	OFFICE DEPOT REWARDS PLATINUM SAVINGS
1		
2		15%
3		DISCOUNT
4		OFF
5		OUR
6		EVERYDAY
7		LOW
8		WEB
9		PRICING
10		



10 GREEN BESTSELLERS

Recycled paper is just one way to go green.

SKU #	Product
821730	Webster Reclaim 100™ Recycled Trash Bags, Box of 80
521980	OD Green 100% Recycled Paper, Case, 8 1/2" x 11"
920884	Avery® Recycled Legal Exhibit Dividers, 8 1/2" x 11"
597862	OD Recycled Easel Pads, 27" x 32", Box of 2 Pads
808584	Smead® "Workhorse" Recycled Expanding File, Pack of 10
810994	OD Green™ Recycled Hanging Folders, Pack of 25
303361	Marcal® Recycled 2-Ply Paper Towels, Case of 15 Rolls
434205	Clorox® Green Works™ All-Purpose Cleaner, 32 Oz. Spray
409986	Paper Mate® Biodegradable Ballpoint Pens, Pack of 12
373860	Rubbermaid™ Deskside Recycling Container, 7 Gallons

12 CLEANING AND BREAKROOM BESTSELLERS

These are some of our popular kitchen, breakroom and cleaning solutions.

SKU #	Product
976695	Folgers® Coffee, Classic Roast, 33.9 Oz. Can
943504	Splenda® Sweetener, Box of 400
208185	Diet Coke® Classic, Case of 24
827464	Dixie® Ultralux Paper Plates, Pack of 125
140504	OD 10 Gallon Clear Trash Bags, Box of 160
313338	23 Gallon Wastebasket, Square, Gray
221481	7 Gallon Wastebasket, Black
617021	Marcal® Recycled Toilet Tissue, Case of 48 Rolls
333107	Scott® Jumbo Tissue Refill, Pack of 4 Rolls
416271	Softsoap™ Antibacterial Liquid Soap, 7.5 Oz.
512112	Lysol® Disinfecting Wipes, Citrus Scent, Box of 80
347930	Windex® Glass Cleaner, 32 Oz. Spray Bottle

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
3¢*
Finishing Services
20% off

No Minimum Quantities

GET A BOX OF K-CUP® COFFEE, \$10.50 A BOX – THAT'S A SMART DEAL!



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.

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

Lower Delivery Fees

**Office
DEPOT** | **rewards**
Platinum ▶▶▶



Platinum members save with **FREE** next business-day delivery on qualifying orders \$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) 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.

OVER 13,000 ITEMS IN STOCK, READY TO SHIP!

In 2009, we had an order fill rate that averaged 99.38 percent — meaning we had what you needed in stock, ready to go, virtually all of the time. Order away!



99.09% ON-TIME DELIVERY!

In 2009, we had an on-time delivery rate of 99.09 percent. We do our best to get you what you need, on time, all the time.

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.



Your very own support team: your Office Depot Rewards Platinum account manager

As a Platinum member, you get a dedicated account manager — someone you'll know by name, someone who understands the challenges facing your organization, someone who's here to help you succeed, with smart products at the right price.

Dedicated Platinum member hotline:

PLATINUM MEMBERS HAVE A LINE DEDICATED TO THEIR NEEDS. CALL 877.627.8631 FOR:

QUESTIONS ABOUT THE OFFICE DEPOT
REWARDS PLATINUM PROGRAM

PLACING AN ORDER

PRODUCT QUOTES

COMPLETING A RETURN

TRACKING AN ORDER

SPECIAL ORDER REQUESTS

YOUR ACCOUNT MANAGER...

...IS YOUR TRUSTED ADVISOR.

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. With Office Depot® as your partner, you'll find the products that meet your needs and your budget.

...CAN HELP YOU MAXIMIZE YOUR BUDGET.

The more we get to know your organization, the better we can help you, by anticipating your needs, finding alternatives and even suggesting operational ways you could cut expenses (such as double-sided printing).

Your account manager can also help you find creative ways to stretch your budget — for instance, by maximizing your Top 10 Custom Discount List.

...UNDERSTANDS YOUR INDUSTRY.

Doctors need latex gloves, law offices need trial notebooks and everybody needs ink, toner and paper. Your account manager 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 SIMPLIFY YOUR ORDERING AND BILLING PROCESS.

Your account manager can show you the easiest way to navigate our website and set up your online shopping lists (which makes refilling regular orders a snap). We can also show you how to take advantage of usage reporting. And should you ever need to, we can help you complete a return.

...CAN EXPLAIN YOUR PLATINUM MEMBER BENEFITS.

"Can I change my Top 10 Custom Discount List?" "What products do I get a discount on?" "Do you know when my order will arrive?"

If you have questions about your Platinum member benefits, just email or call. We're happy to help you make the most of your account.



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: _____

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.

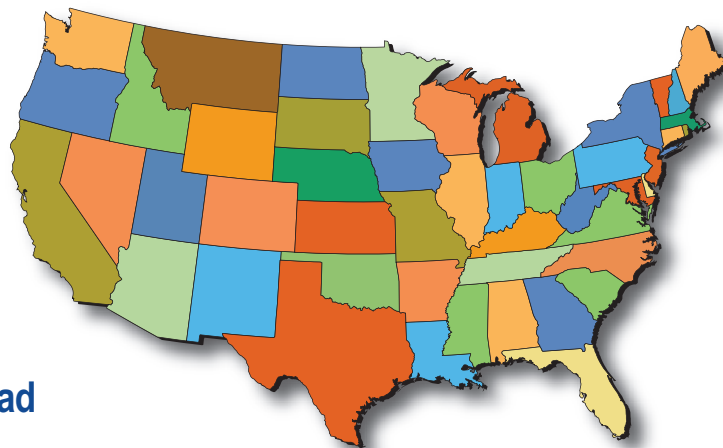
- Your Office Depot Store Purchasing Card isn't a credit card. It does reflect your Platinum member custom discounted pricing, your payment options and other relevant account information.
- Depending on the options your company selects, you can:
 - → Pay at the register with cash, check or credit card.
 - → 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? TALK TO YOUR ACCOUNT MANAGER.

You'll find an application form for a Store Purchasing Card in this packet. Your account manager 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 your account manager or the Platinum member hotline at 87.SMART.OD1 (877.627.8631). We'll email or fax you an application, or your account manager will bring it by.

Hit the road and save.

We have over 1,000 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.



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.**

QUESTIONS?

**Talk to your
account manager.
Or call the Platinum
member hotline,
Monday – Friday,
8:00 am – 5:00 pm.
87.SMART.OD1
(877.627.8631)**

5% Back to Schools Program



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, YOUR SCHOOL CAN REDEEM CREDITS FOR 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 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 our home page, business.officedepot.com
 - Fill out the form and include your school's ID number
- PHONE** Whenever you place an order on the Platinum member hotline 877.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.



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

5% Back to Schools TERMS & CONDITIONS: 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. 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.

business.officedepot.com

87.SMART.OD1 (877.627.8631)

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(s) (the "Card") to the Business Solutions Division ("BSD") business account client (the "BSD Client") and upon submission of an application, the BSD Client 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, or extend credit to the BSD Client. The Card is an identification card only allowing purchases at Office Depot retail stores to be made at the custom discounted pricing established by the BSD business account.
2. It is agreed that use of the Card at point of sale is required to receive the BSD Client's BSD custom discounted pricing.
3. The Card is non-transferable. The BSD Client may authorize its employees or other individuals to utilize the Card, but 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.
4. The BSD Client is responsible for all purchases made by any use of this Card including instances where the card has been lost or stolen and then used by an unauthorized individual. In the event the card is lost or stolen it is the BSD Client'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.
5. The accepted forms of payment for all purchases made through the use of the Card are (i) account billing, (ii) account billing and other types of payment (cash, check, credit card), or (iii) other types of payment only. The BSD Client acknowledges that the Card is automatically set for payment option (ii). To select one of the other payment options, please let the Office Depot BSD account manager know.
6. For purchases made with account billing, a dollar limit must be established for the Card on a per transaction and per day basis. The Card transaction limits may be adjusted by the BSD Client only upon submission of a revised application. The use of the Card must be discontinued during periods where the transaction limits have exceeded the BSD business account billing limits.
7. Coupons cannot be used with Store Purchasing Cards.
8. If the BSD Client's BSD business account has been discontinued, the Card is no longer valid and must be destroyed.
9. The use of the Card must be discontinued and the Card(s) immediately destroyed or returned to Office Depot in the event that the BSD Client (i) is unable to pay its accounts or other amounts, (ii) is about to sell all or substantially all of its assets, (iii) anticipates the likelihood of bankruptcy or any assignment, or appointment of a receiver, for the benefit of creditors, or (iv) is notified by Office Depot to discontinue use of the Card, which Office Depot may do in its sole discretion.
10. If the use of the Card is discontinued for any of the above reasons, all Cards must be destroyed and it is the responsibility of the BSD Client to notify its employees or other authorized individuals to destroy the cards in their possession.
11. Office Depot reserves the right, at any time, to change any of the terms under which the Card (s) have been issued or to unilaterally revoke or terminate the Card for any reason.

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. 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 provided you have a minimum annual purchase amount of \$3,000.
- Members will also receive additional special offers, promotions and incentives.
- Dedicated Office Depot Rewards Platinum hotline for Program questions.

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.