



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)**