

Office DEPOT
greeneroffice.



the green solutions guide

Learn all about the green
resources and solutions
at Office Depot



April - December 2011



smarter reasons to choose Office Depot® as your green partner

From The Green Book® catalog to our Greener Shipping Solution, Office Depot has developed numerous tools and solutions to help your organization achieve its green goals. To learn more about these industry-leading solutions, refer to the pages that follow and discover the programs that are best for you.



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The Green Book®

Filled with our greenest products

Simplify your green purchasing with our exclusive catalog entirely devoted to greener products and solutions. Almost all of the 2,000+ items in The Green Book® meet the Office Depot® GreenerOffice™ Rating for mid green or dark green (see pages F-G for more details).

The environmental attributes, ecolabels and our GreenerOffice™ Rating icons are shown next to each product in the catalog. This visual guide will help you quickly find the greener choices you're looking for.

smarter ways to use The Green Book®:

- Read all the educational content
- Host a Lunch & Learn to inform buyers
- Order copies for all buyers to use
(available in printed or electronic versions)

Ask your Account Manager for copies or visit
business.officedepot.com/greeneroffice





GreenerOffice™ Website

All your greener choices
in one place

Enjoy quick web access to over 9,200 greener products available from Office Depot®, across all categories including office supplies, technology, furniture and cleaning products. All items on the GreenerOffice™ storefront meet the Office Depot® GreenerOffice™ Rating for light, mid or dark green (see pages F-G).



Within the storefront, you'll see a description for each product detailing its environmental attributes and ecolabels so you'll know why it's considered green. The site also has customer reviews for green products as well as links to useful green resources.

smarter ways to use the GreenerOffice™ Website:

- Bookmark the site for quick access
- Visit the storefront when looking for greener products
- Click the links for more resources and information

To access the site:

Contract customers can visit

business.officedepot.com/greeneroffice

Customers without an Office Depot account

can visit **www.officedepot.com/greeneroffice**



Green Smart Cart

Encourage greener choices while shopping online

This optional functionality allows greener product alternatives to pop up as suggestions in a shopper's online cart. They can then decide to accept the greener choice or stay with their current selection.

Greener Alternatives

You requested this item:

CURRENT ITEM
**Lexmark™ 12A6830 Return Program Toner Cartridge**
Item # 101552
Your Price: \$218.99 /each
Qty : 1

But this item is eco-preferable

GREENER ALTERNATIVE
**Office Depot® Brand ODT520M (Lexmark 12A6830) Remanufactured High-Yield Black MICR Toner Cartridge**
Item # 233933
Your Price: \$202.99 /each
☐ Choose this item.

[Cancel](#) [REPLACE CHECKED ITEMS](#)



Auto Substitutions

Ensure greener choices are delivered

As an alternative to the Smart Cart, your Account Manager can set up auto substitution to deliver greener products even if non-green items are chosen. It's a **smarter** way to make sure you always get greener products for your business.

Contact your Account Manager for more details.



Office Depot® GreenerOffice™ Rating

When shopping for office products, you make choices like:
what size? what design? what price?

Now, there's a way to help you decide **what shade of green.**



We developed our GreenerOffice™ Rating system in partnership with some of our greenest customers with the goal to make it simple for you to find greener options within our assortment.

Here's what you'll see in The Green Book®:



Light Green
a product with at least
one green attribute



Mid Green
a product with a high
level of one green attribute
or multiple green attributes



Dark Green
a product with the highest
level of one green attribute
or multiple green attributes

We believe that going green is not an all-or-nothing decision, and we've developed our ratings to help you choose a shade of green that best suits your organization.

To learn more about our ratings and approach, please visit
business.officedepot.com/greeneroffice

Here are examples of how our rating works within some of our product categories:

	 Light Green	 Mid Green	 Dark Green
 Paper Products	Contains 10%-29% postconsumer recycled content and/or some virgin fibers from FSC* certified forests (FSC mixed)	Contains 30%-89% postconsumer recycled content and/or all virgin fibers are FSC* certified (FSC Pure)	Contains 90%-100% postconsumer recycled content
 Ink/Toner Cartridges	Contains 10%-29% postconsumer content	Contains 30%-89% postconsumer content or Remanufactured (but not third-party certified)	Remanufactured and third-party certified (ex: EcoLogo or UL Environment)
 Office Technology	Meets the latest ENERGY STAR® standard or Refurbished	Meets the latest ENERGY STAR® standard and has additional green attributes and/or EPEAT** Bronze or Silver registered	EPEAT** Gold registered



To see our complete rating system please visit
business.officedepot.com/greeneroffice

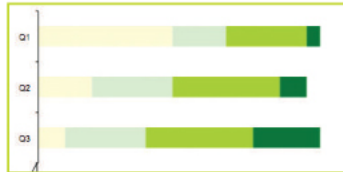
*FSC (Forest Stewardship Council)

**EPEAT (Electronic Product Environmental Assessment Tool)



Green Business Review

Evaluate your green spending at a glance



Get a clear picture of your organization's green spending with a Green Business Review (GBR), available from your Account Manager, exclusively from Office Depot®. This report will show your purchasing history according to the Office Depot® GreenerOffice™ Rating so you can decide when and where to go greener.



LEED Credit Report

A simpler way to track sustainable purchasing for LEED-EB

LEED for Existing Buildings - Credit Tool	
XYZ Company	3 months
Sustainable Purchasing:	75%
Potential Credits:	1 pt

If you're pursuing LEED for Existing Buildings certification for your organization, you'll be happy to partner with Office Depot®. We've developed a LEED credit report to help you save a substantial amount of time. If you purchase all your office products from us during your performance period, our reports may be submitted to the U.S. Green Building Council instead of you having to complete the complex, time-consuming templates on your own.

For more information about our LEED credit reports or Green Business Review, contact your Account Manager.

Green Purchasing Policy Templates

Get help developing policies for your organization

These simple-to-follow templates from Office Depot® can help you better implement green purchasing and speed up your transition to a greener workplace. Plus, if you're considering applying for LEED for Existing Buildings certification, they can help your organization align to the required guidelines.

Here's a sample policy for office supplies:



Sample Green Purchasing Policy - Office Supplies

Scope: Our green purchasing policy for office supplies covers copy paper, envelopes, pads, filing, binders, mailing supplies, desk accessories, dated goods, ink & toner cartridges and batteries.

Specification: Buyers are encouraged to seek office supplies that meet one or more of the following specifications:

- Minimum 30% postconsumer recycled paper
- Minimum 10% postconsumer recycled content and/or 20% total recycled content supplies
- Virgin paper products from FSC-certified forests
- Remanufactured ink and toner cartridges
- Rechargeable batteries
- Refillable pens, pencils and markers/highlighters

Metric: Spend on Policy-Compliant Office Supplies
Total spend on Office Supplies

Goals and Timeline: 50% Policy-Compliant spend by end of 2011;
90% Policy-Compliant spend by end of 2012

Responsible Parties: Administrative Assistants, Managers

Procedures:

1. Look in The Green Book® catalog
2. Visit business.officedepot.com/greeneroffice
3. Create and use custom Green Shopping Lists

Find a downloadable copy of this and other green purchasing policy templates at business.officedepot.com/greeneroffice



Ink & Toner Recycling

A simple, green, FREE way
to return your empty cartridges

Help create less waste by sending your empty ink and toner cartridges back to Office Depot®.

Here are your options:



Convenient Pick-Up

If you have a regular Office Depot delivery driver, he or she can take your empty cartridges in their original box or any larger cardboard box.

FREE Shipping

Simply order a FREE collection box the way you order other products from Office Depot. For an inkjet cartridge box, order #621-558. For a laser cartridge box, order #650-988. Once you receive it, fill it with empty cartridges and send it back. A pre-paid shipping label is included so there's no hassle and no cost to you!

Contact your Account Manager for more details and instructions.



621-558

650-988

Greener Shipping Solution

A smarter way to reduce your carbon footprint from deliveries

This Office Depot® business solution allows eligible contract customers to receive incentives for consolidating orders and hitting agreed targets for minimum or average order values. The goal of the program is to help reduce long-term carbon emissions from deliveries by eliminating small orders, increasing average order value and reducing delivery frequency.



To learn more about
Greener Shipping,
contact your
Account Manager



NextEra Renewable Energy Certificates (RECs)

A carbon offset solution for Office Depot customers

Under the Greener Shipping program, if you meet agreed-upon goals, you may be eligible to receive RECs through our partner NextEra Energy Resources - the leading generator of solar and wind power in North America. These RECs can help support your efforts to reduce or offset your carbon footprint.

Office Depot can also help if you're interested in buying additional RECs from NextEra Energy Resources. Please email ODRECinfo@earthera.com or contact your Account Manager for more information.

Green Customer Awards

Office Depot® recognizes green leadership

Each year, Office Depot proudly recognizes a small number of our contract customers with Green Customer Awards.

Customers may be selected based on their mid and dark green spending percentages and/or their leadership in green workplace practices.

Some awards may be presented at green events hosted by Office Depot in certain regions.



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Office DEPOT.



Business Solutions Division

business.officedepot.com/greeneroffice | **CLICK**

888-2-OFFICE (888-263-3423) | **CALL**

stores.officedepot.com | **COME BY**