

How will you access your new Custom Stationery Online site?

Ordering Process Step 1:

Enter "Login Name" and "Password"

The screenshot shows the Office Depot website's login interface. At the top, there are contact numbers for Customer Service (888.263.3423), a chat status (Chat not available), and Technical Support (800.269.6888). The Office DEPOT logo is prominently displayed. Below the logo is a 'Registered Customers' login section with fields for 'Login Name' and 'Password', a 'Keep me logged in' checkbox, and a 'LOG IN' button. There are also links for 'Forgot your login name/password?' and 'Trouble Logging in?'. To the right of the login form is a promotional banner with the text 'experience the benefits of business made personal' and a 'GET STARTED' button. Below the banner are four columns of services: 'industry solutions', 'shop products', 'services & support', and 'dynamic programs', each with a brief description and a 'LEARN MORE' button. At the bottom, there is a copyright notice for 2014 and links for 'Privacy Policy', 'Terms of Use', and 'Terms & Conditions'.

Customer Service: 888.263.3423 (888-2-OFFICE) Chat not available Technical Support: 800.269.6888

Office DEPOT.

Registered Customers

Login Name

Password

Keep me logged in ⓘ **LOG IN**

[Forgot your login name/password?](#)
[Trouble Logging in?](#)

experience
the benefits
of business
made personal

[Not a customer yet?](#)
GET STARTED ▶

industry solutions
Get support tailored to your business size and industry, from education to government & much more.
LEARN MORE ▶

shop products
Find all the essential items you need to keep your business running as efficiently as possible.
LEARN MORE ▶

services & support
From copy & print to procurement & payment solutions, we help you stay focused on the big picture.
LEARN MORE ▶

dynamic programs
Get involved with Office Depot's many efforts to support diversity, the community and the environment.
LEARN MORE ▶

Copyright © 2014 by Office Depot, Inc. All rights reserved. [Privacy Policy](#) | [Terms of Use](#) | [Terms & Conditions](#)

Please contact your CSO Specialist with any questions/inquiries at 800-965-6270 Option 1.

Office DEPOT. OfficeMax®

 **NORTH SEATTLE COLLEGE**
One of the Seattle Colleges

Ordering Process Step 2:

Select "Copy & Print"

The screenshot shows the Office Depot website's navigation bar with the following items: Office Supplies, Paper, Breakroom, Ink & Toner, Cleaning, Technology, Furniture, School Supplies, and Copy & Print. A red arrow points to the 'Copy & Print' link. Below the navigation bar is a promotional banner for 'our top tech bestsellers' featuring a Samsung laptop, a tablet, and a smartphone. To the right of the banner is a 'Welcome' section with links for 'Edit Profile' and 'Proprietary Items'. Below that is a 'Quick Order' section with a form for 'Item Number' (with a hint '6 or 9-digit number') and 'Qty', a 'Comments' field, and an 'ADD TO CART' button. At the bottom left, there is a 'Message' box with the text 'Last update by: CPD CUSTOMER PROGRAMS' and a link to 'Check out all the functionality available on the new Office Depot / Tech Depot web site!' with an 'Edit' button.

Please contact your CSO Specialist with any questions/inquiries at 800-965-6270 Option 1.

Ordering Process Step 3:


Select "Get Started" under Customer Stationery Online

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies Copy & Print

Home / Copy & Print Depot

Copy & Print Depot™


Document Printing Services



Count on us for copies, brochures, forms, posters, banners and more.

[SHOP NOW](#)


File Cabinet



Easily retrieve and store documents from your dedicated file cabinet.


[GET STARTED](#)

Custom Stationery Online



Order your company's branded stationery products here!

[GET STARTED](#)



Please contact your CSO Specialist with any questions/inquiries at 800-965-6270 Option 1.

Ordering Process Step 4:

Select from "Product List"

Product List

Name
Title 1
Department or Division 1
Department or Division 2
NORTH SEATTLE COLLEGE
One of the Seattle Colleges
Office: 800.000.0000
Cell: 800.000.0000
Fax: 800.000.0000
name@northseattlecollege.edu
9000 College Way N
Seattle, WA 98103
www.northseattle.edu

BC01804156
North Seattle College Standard Business Card
[Order This Item](#)

Name
Title 1
Department or Division 1
Department or Division 2
NORTH SEATTLE COLLEGE
One of the Seattle Colleges
Office: 800.000.0000
Cell: 800.000.0000
Fax: 800.000.0000
name@northseattlecollege.edu
9000 College Way N
Seattle, WA 98103
www.northseattle.edu

Front Copy

Changing Lives Through Education
■ Advancing Student Success ■ Excelling in Teaching and Learning ■ Building Community

Back Copy

BC03285430
North Seattle College 2 Sided Name Business Card - 250 Qty
[Order This Item](#)

Name
Title 1
Department or Division 1
Department or Division 2
NORTH SEATTLE COLLEGE
One of the Seattle Colleges
Office: 800.000.0000
Cell: 800.000.0000
Fax: 800.000.0000
name@northseattlecollege.edu
9000 College Way N
Seattle, WA 98103
www.northseattle.edu

Front Copy

Changing Lives Through Education
■ Advancing Student Success ■ Excelling in Teaching and Learning ■ Building Community

Back Copy

BC04285457
North Seattle College 2 Sided Name Business Card - 500 Qty
[Order This Item](#)

Name
Title 1
Department or Division 1
Department or Division 2
NORTH SEATTLE COLLEGE
One of the Seattle Colleges
Office: 800.000.0000
Cell: 800.000.0000
Fax: 800.000.0000
name@northseattlecollege.edu
9000 College Way N
Seattle, WA 98103
www.northseattle.edu

Front Copy

OPTIONAL LINE 1
OPTIONAL LINE 2
OPTIONAL LINE 3
OPTIONAL LINE 4
Your Photo Here
Facebook.com/nsc
@northseattlecollege
@northseattlecollege
@northseattlecollege

Back Copy

BC05497418
North Seattle College International Business Card
[Order This Item](#)

[Back To Category Page](#)


Need Help?
Please contact our Custom Stationery Online Support Team
Email: officedepotcso@odcallcenter.com
Phone: 800-965-6270, Option 1

Please contact your CSO Specialist with any questions/inquiries at 800-965-6270 Option 1.

Ordering Process Step 5:

Select quantity, enter and select Imprint Information, click "Next"

Item Information	
Item Number:	BC01804156
Description:	North Seattle College Standard Business Card
Quantity:	1 ▾
<i>Quantities are for Boxes of 500 Pieces.</i>	
Imprint Information	
<i>Information will be printed exactly as you type it.</i>	
Name:	<input type="text" value="Name"/>
Title:	<input type="text" value="Title"/>
Department or Division 1:	<input type="text" value="Department 1"/>
Department or Division 2:	<input type="text" value="Department 2"/>
Address:	<input type="text" value="9600 College Way N"/>
City, ST Zip:	<input type="text" value="Seattle, WA 98103"/>
Office:	<input type="text" value="000.000.0000"/>
Phone 2 Custom Tag:	<input type="text" value="Mobile"/>
Phone 2:	<input type="text" value="000.000.0000"/>
Fax:	<input type="text" value="000.000.0000"/>
Email:	<input type="text" value="name"/> @seattlecolleges.edu

Next 

Please contact your CSO Specialist with any questions/inquiries at 800-965-6270 Option 1.

Ordering Process Step 6:


Review proof for accuracy, scroll down, select "Edit" to modify or "Next"

- Please review carefully. The product will print exactly how it appears on proof.

Preview Product Image

Item Number: BC01804156
Item Description: North Seattle College Standard Business Card

Please print this screen. This is your hard copy.





**NORTH SEATTLE
COLLEGE**
One of the Seattle Colleges

www.northseattle.edu

Name
Title
Department 1
Department 2

Office: 000.000.0000
Mobile: 000.000.0000
Fax: 000.000.0000
name@seattlecolleges.edu

9600 College Way N
Seattle, WA 98103

 Edit Next 

Need Help?
Please contact our Custom Stationery Online Support Team
Email: officedepotcso@odcallcenter.com
Phone: 800-965-6270, Option 1

Please contact your CSO Specialist with any questions/inquiries at 800-965-6270 Option 1.

Ordering Process Step 7 (Business Cards Only):

Select "Order More" to continue ordering the same product (must ship to the same location), "Add To Cart" to begin checkout

- You must order 1, 2, 4 or 8 boxes of cards.
- If a qty other than 1, 2, 4 or 8 boxes is wanted you will need to add these to the cart and return to CSO to order more .

Quantities of 2, 4, and 8 will **MAXIMIZE YOUR SAVINGS!**

- You must order 1, 2, 4 or 8 boxes per business card style **BEFORE "adding to cart"**
- Clicking the, "order more" button will allow you to add additional box quantities for this SKU number.

Your Custom Stationery Online order:

ITEM DESCRIPTION	SKU	TOTAL BOX QUANTITY
North Seattle College Standard Business Card	0804156	1

Name - Title

Boxes: 1

Edit

Remove

Order More

Add To Cart



Please contact your CSO Specialist with any questions/inquiries at 800-965-6270 Option 1.

Office DEPOT **OfficeMax**[®]

 **NORTH SEATTLE COLLEGE**
One of the Seattle Colleges

Ordering Process Step 8:

When finished ordering, select "Checkout" to enter billing and shipping data

The screenshot displays the Office Depot/OfficeMax shopping cart interface. At the top, a navigation bar lists various product categories: Office Supplies, Paper, Breakroom, Ink & Toner, Cleaning, Technology, Furniture, School Supplies, and Copy & Print. Below this, the breadcrumb trail reads "Home / Find Your Product" and a "Print This Page" link is visible in the top right corner. The main heading "Shopping Cart" is prominently displayed in orange. To the right of the heading are two buttons: "Continue Shopping" and a blue "CHECK OUT" button with a right-pointing arrow. Below the heading is a table with the following columns: Description, Price/unit, Qty., Available, B/O (with an information icon), and Total. The table is currently empty. Underneath the table, there is a "Comments" section with a text input field and an "Update" button. At the bottom of the page, there is a secondary navigation bar containing "Continue Shopping", "Update Cart", "Empty Cart", "Save Cart To List", "Share Cart", and another blue "CHECK OUT" button with a right-pointing arrow. A red arrow points from the "Comments" input field down to the "CHECK OUT" button in the bottom navigation bar.

Please contact your CSO Specialist with any questions/inquiries at 800-965-6270 Option 1.