



Office DEPOT® OfficeMax®

COPY & PRINT DEPOT



Online Print Center Ordering Process

ON-LINE PRINT CENTER ORDERING PROCESS

Placing Print Order On-Line	Screen Shots
<p>LOGIN: BSD Site</p> <ul style="list-style-type: none"> • https://business.officedepot.com • Enter your Login Name and Password • Click Login 	
<ul style="list-style-type: none"> • Select Copy & Print 	
<ul style="list-style-type: none"> • Click Document Printing Services... Get Started 	

- Select **Copies and Flyers**
- **Upload your document.**
- Choose **Computer** and locate your document on your computer.

File types accepted:

Word (.doc, .docx) | Excel (.xls, .xlsx)

PowerPoint (.ppt, .pptx) | RTF (.rtf) JPEG (.jpg, .jpe, .jpeg) | PNG (.png) Bitmap (.bmp) | GIF (.gif) | TIFF (.tif, .tiff)

Copies and Flyers

[Choose a different product](#) ▾

Questions?
Contact a Print Specialist: 800 983 3376

Your Price: **\$0.30**

Job Name

Job Name

Print Info

Pages Copies Paper Size

Fit to Size

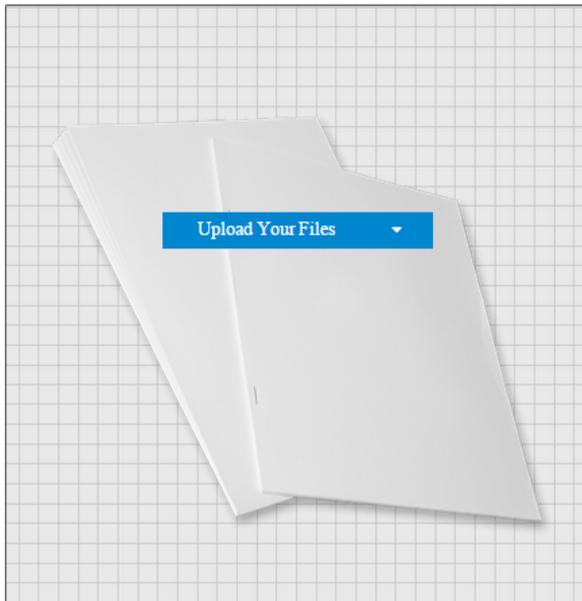
Full Color  Black & White 

Single Sided  Double Sided 

Portrait  Landscape 

Collated  Not Collated 

Paper Type



Your document: No document uploaded yet

View your document

- You will have the ability to flip through each page of your document if there are multiple pages.

Copies and Flyers

[Choose a different product](#)

Questions?
Contact a Print Specialist: 800.983.3376

Your Price: **\$1.50**

Job Name

Print Info

Pages: Copies: Paper Size:

Fit to Size

Full Color

Black & White

Single Sided

Double Sided

Portrait

Landscape

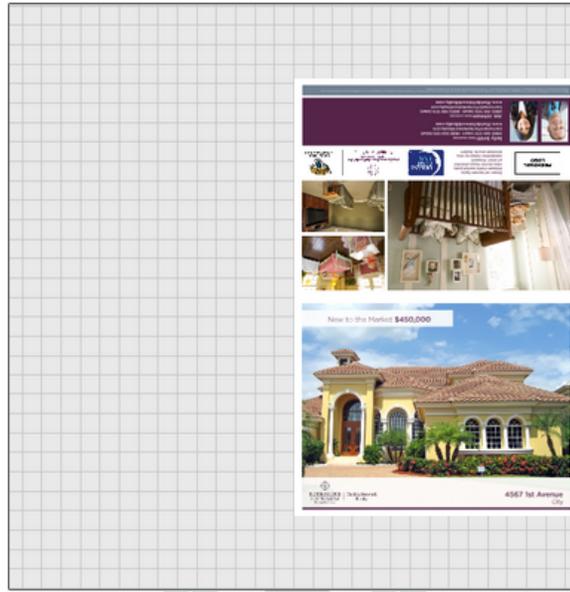
Collated

Not Collated

Paper Type

Paper Color

Cover - White + \$0.30 per sheet

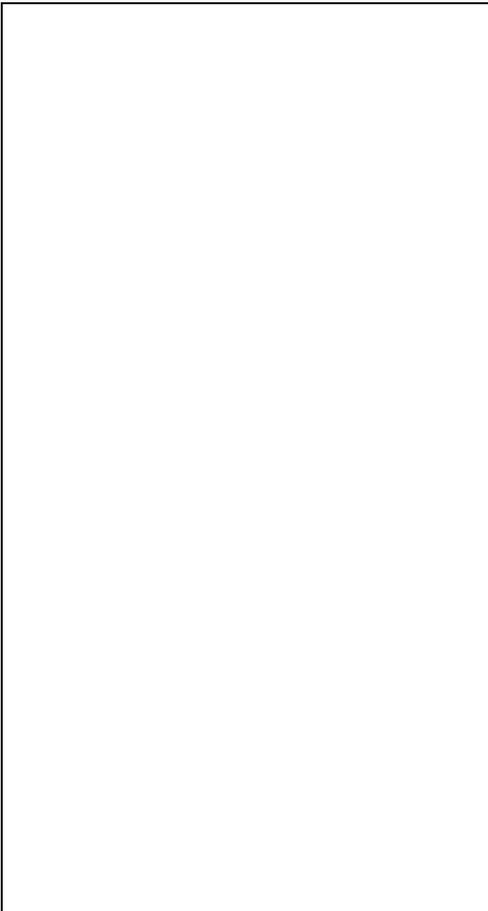


Your document: BROCHURE SAMPLE.pdf [Change Document](#)

Finishing Options

- Add finishing options if applicable. Staple, Fold, trim, etc.

Once job is configured
"Add to Cart"



Your document: BROCHURE SAMPLE.pdf [Change Document](#)

Job Name

Print Info

Pages: Copies: Paper Size:

Fit to Size

Full Color Black & White

Single Sided Double Sided

Portrait Landscape

Collated Not Collated

Paper Type:

Paper Color:

Finishing Options

Cutting:

Folding:

Please verify the details in the shopping cart.

Continue shopping for additional print or supply purchases or simply **Checkout.**

Shopping Cart

[Continue Shopping](#) [Need Help?](#) [Live Chat](#) [Email](#) [FAQs](#) [Print](#)

	Price	Qty.	Total
COPIES, FLYERS Item # 870284 Entered Item # 870284 Remove	\$1.50 / each	1 Edit	\$1.50
Comments			
BROCHURE SAMPLE.pdf Edit			
BROCHURE SAMPLE.pdf			

[Continue Shopping](#) [Update Cart](#) [Empty Cart](#) [Save Cart To List](#) [Share Cart](#)

Order summary

Subtotal \$1.50

Add \$48.50 more for **FREE** shipping

[Estimate Shipping & Taxes](#)

Total (1 Item) \$1.50

[Checkout](#)

[Apply a coupon code](#)

[Order by item #](#)



Review the checkout screen for the following information:

- User Information
- Shipping Information
- Email option
- Shipment Summary
- Payment Information
- Expect 3 – 5 business days
- “Place order”

User information

DEMO TEST
(111) 111 - 1111 Ext 1111
opdcustomerprograms@officedepot.com

[Change](#)

Shipping information

TEST
20485 W WHITE ROCK RD
BUCKEYE, AZ 85308
(Taxable)

[Change](#)

Email options

- Send me an email confirmation of this order
- Send a copy of order confirmation to

Shipment summary

Shipment 1 # 804085367-001
Some services may need to be completed at Office Depot's Print Distribution Center. Online Print Center orders require varying time for production. An Office Depot employee will call you to confirm delivery availability.

Account information

* Contact

DEMO TEST

Contact Phone

Ext

(111) 111-1111

1111

Comment:

Not used by our delivery carriers.

Payment information