

Did you know?

- **Office Depot** is the primary preferred Office Supply vendor for Central Michigan University?
- Office Depot orders are delivered next-day, directly to your department?
- Competitive pricing and programs are being regularly negotiated for the university?
- You have a representative from Office Depot, dedicated to making your CMU office supply program a success for the university?
- There's more to Office Depot than just office supplies?

Office Depot, the world's #1 office supplier has been trusted by CMU for over ten years to fulfill your office supply needs in a dynamic, personalized, timely, accurate, and cost-efficient way!

**HOW DO I SIGN UP?** Just visit the purchasing webpage at:  
[http://www.purchasing.cmich.edu/purch/OffDepot/off\\_depot\\_main.html](http://www.purchasing.cmich.edu/purch/OffDepot/off_depot_main.html)

Here you'll find a link to the Office Depot business services website (<http://bsd.officedepot.com>), as well as the "web access request form". Just fill in your information and you'll be e-mailed your personal login in approximately 24 hours!

**WHERE CAN I FIND OUR MOST COMPETITIVE CONTRACT ITEMS?** Also available on this site is the current contract pricing available to the university, as well as other informational pieces in regard to the CMU/Office Depot program. Contract items can also be viewed under the "my shopping list" tab once you initially log into the website.

**WHAT IF THERE'S AN ITEM I NEED AND I CAN'T FIND IT ONLINE OR IN THE OFFICE DEPOT CATALOG?** If You need a specific product and you're having trouble finding it, please contact customer service at 888-2-OFFICE. If customer service is unable to find the product, always feel free to contact your customer service team.

REMEMBER!

Office Depot also offers other solutions to help your department meet it's maximum potential, such as:

- **Promotional Products**, great to help your department stand out in a crowd! Special discounts currently being offered!
- **Furniture**, competitively priced to help you stay within budget!
- **Private Brand Alternatives** to assist in further cost savings
- **Technology**, offering you advice and sound counsel to keep your office informed on the latest and greatest in cyberspace!
- **Specialty Products** such as display cases, fire rated products, and custom floormats, to name a few!

*Please contact your account manager with questions or for assistance with any of these offerings:*

Sarah Short  
[sarah.short@officedepot.com](mailto:sarah.short@officedepot.com)  
Tel : 616.350.4075  
Thank you for choosing Office Depot!!