

Office DEPOT®



TCPN®

The Cooperative Purchasing Network

**COPY &
PRINT
DEPOT™**

Key Contacts

Account Manager

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Print Sales Consultant

Whitney Brown

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Store Locations

Location	Phone	Email
Kennewick, WA	(509) 783-5665	ods00962cpc@officedepot.com
Richland, WA	(509) 946-3747	ods02766cpc@officedepot.com
Wenatchee, WA	(509) 663-4733	ods00667cpc@officedepot.com
Yakima, WA	(509) 577-0121	ods00937cpc@officedepot.com

Copy Service Rates

BW Full Serve - Number of Impressions	Price
BW SS Letter	\$0.020
BW SS Legal	\$0.020
BW SS Ledger	\$0.040
BW DS Letter	\$0.040
BW DS Legal	\$0.040
BW DS Ledger	\$0.080

NOTES: All Pricing is for Collated and Uncollated.

Color Full Serve - Number of Impressions	Price
Color SS Letter	\$0.190
Color SS Legal	\$0.190
Color SS Ledger	\$0.380
Color DS Letter	\$0.380
Color DS Legal	\$0.380
Color DS Ledger	\$0.760

NOTES: All Pricing is for Collated and Uncollated.

Paper Upgrades

20 LB PASTEL - Letter	Price
Blue	\$0.010
Buff	\$0.010
Goldenrod	\$0.010
Gray	\$0.010
Green	\$0.010
Ivory	\$0.010
Lilac	\$0.010
Pink	\$0.010
Salmon	\$0.010
Yellow	\$0.010
20 LB PASTEL - Legal	Price
Blue	\$0.010
Buff	\$0.010
Gray	\$0.010
Green	\$0.010
Ivory	\$0.010
Lilac	\$0.010
Pink	\$0.010
Salmon	\$0.010
Yellow	\$0.010
20 LB PASTEL - Ledger	Price
Pink	\$0.020
Light Blue	\$0.020
Ivory	\$0.020
Yellow	\$0.020
Goldenrod	\$0.020
Green	\$0.020
3 Hole Paper - Letter	Price
White	\$0.001

Paper Upgrades

Paper Upgrades	
65 LB BRIGHT - Letter	Price
Cosmic Orange	\$0.042
Gamma Green	\$0.042
Re-entry Red	\$0.042
Lunar Blue	\$0.042
Solar Yellow	\$0.042
67 LB VELLUM - Letter	Price
White	\$0.036
Blue	\$0.036
Canary	\$0.036
Green	\$0.036
Ivory	\$0.036
Grey	\$0.036
Goldenrod	\$0.036
Other	\$0.036
GLOSS - Letter	Price
80lb Gloss Cover	\$0.120
80lb Gloss Text	\$0.030
100lb Gloss Cover	\$0.150
100lb Gloss Text	\$0.120
8 PT Glossy	\$0.087
GLOSS - Ledger	Price
80lb Gloss Cover	\$0.240
80lb Gloss Text	\$0.060
100lb Gloss Cover	\$0.270
100lb Gloss Text	\$0.240
110 LB INDEX - Letter	Price
Blue	\$0.036
Canary	\$0.036
Green	\$0.036
White	\$0.036
Ivory	\$0.036
RESUME - Letter	Price
100% Cotton - Ivory	\$0.060
100% Cotton - White	\$0.060
25% Cotton - White	\$0.039
25% Cotton Linen - Ivory	\$0.036
TRANSPARENCIES - Letter	Price
B&W - Clear	\$0.300
Color - Clear	\$0.894
CERTIFICATE / AWARD - Letter	Price
Silver	\$0.380
Gold	\$0.380
INDIVIDUAL SHEETS	Price
Color	\$0.014
Cardstock	\$0.048
SINGLE STEP TRANSFER PAPER	Price
Letter	\$1.730
Ledger	\$2.334

Paper Upgrades

Paper Upgrades	
SPECIALTY PAPER - Letter	Price
Greeting Cards	\$0.240
Dura Paper	\$0.594
Trifold Brochure	\$0.234
Presentation Folders	\$2.094
Documagnet	\$0.894
Polyester Paper - Letter	\$0.594
Polyester paper - tabloid	\$1.194
Premium Paper	\$0.021
24 LB BRIGHTS / PASTELS- Letter	Price
Cosmic Orange	\$0.010
Fireball Fuschia	\$0.010
Gamma Green	\$0.010
Lift-off Lemon	\$0.010
Lunar Blue	\$0.010
Pluto Purple	\$0.010
Pulsar Pink	\$0.010
Re-entry Red	\$0.010
Rocket Red	\$0.010
Solar Yellow	\$0.010
Terra Green	\$0.010
Venus Violet	\$0.010
Bright Paper Upgrade	\$0.010
90 LB BRIGHT - Letter	Price
White	\$0.030
Blue	\$0.030
Buff	\$0.030
Cherry	\$0.030
Green	\$0.030
Salmon	\$0.030
Yellow	\$0.030
Ledger 110# Any Color	\$0.100
NCR & TAB Sets	
Description	Price
2 Part NCR - Letter - White/Canary	\$0.100
2 Part NCR - Legal - White/Canary	\$0.120
3 Part NCR - Letter - White/Canary/Pink	\$0.150
3 Part NCR - Legal - White/Canary/Pink	\$0.170
4 Part NCR - Letter - White/Canary/Pink/Goldenrod	\$0.250
4 Part NCR - Legal - White/Canary/Pink/Goldenrod	\$0.270
Double sided NCR - Add .02 per impression	\$0.360
Tab Sets Bank of 5 - White	\$0.474
Tab Sets Bank of 5 - Ivory	\$0.474
Tab Sets Bank of 5 - Blue	\$0.474
Tab Sets Bank of 5 - Gray	\$0.474
Tab Sets Bank of 5 - White - 3 hole	\$0.474
Tab Sets Bank of 5 - Ivory - 3 hole	\$0.474
Tab Sets Bank of 5 - Blue - 3 hole	\$0.474
Tab Sets Bank of 5 - Gray - 3 hole	\$0.474

Finishing Services

LAMINATION	Price
Letter - 5 Mil	\$0.490
Legal - 5 Mil	\$0.790
Ledger - 5 Mil	\$0.990
Letter - 10 Mil	\$1.190
Legal - 10 Mil	\$1.290
Ledger - 10 Mil	\$1.990
Temporary Business Cards	\$0.750
Luggage Tags 10 Mil	\$1.494
Alligator Badge Clips	\$0.294
ID Badges	\$0.894
SHRINKWRAP	Price
Shrink Wrapping	\$0.450
STAPLING	Price
Hand Stapling	\$0.030
Stapling Booklet	\$0.110
Stapling upper Left	\$0.010
Stapling Upper Right	\$0.010
Stapling Double Staple - Left	\$0.020
FOLDING	Price
Per Sheet	\$0.010
Hand Folding	\$0.030
Notes: Hand Folding is charged per fold per sheet.	
DRILLING	Price
3 hole	\$1.500
5 hole	\$1.750
Custom	\$3.000
Notes: Drilling charge is per 1000 sheets	
PADDING	Price
Padding - Each	\$0.250
CUTTING	Price
Cutting	\$0.450
Cut in 1/3 - 3 Pieces	\$0.900
Full Bleed Cutting	\$1.500
Hand Cut (per cut per sheet)	\$0.050
Notes: Cutting charges are for stacks of up to 250 sheets of paper or 200 sheets of cardstock	
CLEARVIEW BINDERS	Price
1/2" Binder - White	\$1.494
1/2" Binder - Black	\$1.494
1" Binder - White	\$1.794
1" Binder - Black	\$1.794
1 1/2" Binder - White	\$2.274
1 1/2" Binder - Black	\$2.274
2" Binder - White	\$2.994
2" Binder - Black	\$2.994
3" Binder - (Black or White)	\$4.194
4" Binder - (Black or White)	\$5.994
Notes: Additional Sizes and Colors available by request.	

Finishing Services

DRILLING	Price
1 hole	\$2.063
2 hole	\$2.813
3 hole	\$3.563
Custom	\$3.750

Notes: Drilling charges are for up to 500 sheets at a time.

Wide Format

COLOR	Price
WF Color Presentation Bond Per Sq Ft	\$2.994
WF Color Glossy Per Sq Ft	\$4.194
Vinyl Banner Per Sq Ft	4.19.4
Artist Matte Canvas Per Sq Ft	\$5.994

BLACK & WHITE	Price
Presentation Bond Per Sq Ft	\$0.294
Vellum Per Sq Ft	\$0.894
Mylar Per Sq Ft	\$2.813
Never Tear Per Sq Ft	\$3.188

WF LAMINATING SERVICES	Price
WF Laminate 3 Mil Per Sq Ft	\$1.190
WF Laminate 5 Mil Per Sq Ft	\$1.493
WF Laminate 10 Mil Per Sq Ft	\$1.568

Notes: Standard Lamination is 3 mil. 5 mil & 10 mil available by request.

WF FINISHING SERVICES	Price
B/W large format scanning	\$2.990
Mounting Per Sq Ft	\$2.990
Grommets (priced per each)	\$0.150

Note: Please inquire about our Wide Format Value Packages for even greater discounts

Digital & Manual Services

LABOR SERVICES	Price
CD Burn/Scan OD or Customer Supplied	\$1.790
File Manipulation ea min editing	\$0.600
File Manipulation Quick Editing	\$0.150
Creative Customization - Hand Collation	\$0.020
Creative Customization - Hand Place Original	\$0.050

MISC. SERVICES	Price
Slip Sheets (incl. paper and insertion)	\$0.010
Standard Perfining (per sheet)	\$0.018
Standard Scoring (per sheet)	\$0.018
Screwpost (each)	\$0.500

DOMESTIC FAX	Price
Sending - First Page	\$5.993
Sending - Each Additional Page	\$2.993
Receiving	\$0.938

TYPESETTING	Price
Simple	\$9.000
Half Page Text	\$18.000
Full 8.5 x 11 Text	\$36.000

Notes: Typesetting can also be charged by the minute above for additional pages or changes upon proof.

Binding

BINDING COVERS	Price
Plain Frosted Covers	\$0.469
Deco Cube Frosted Covers	\$0.563
Globe Design Frosted Covers	\$0.563
Clear Front	\$0.375
Clear Back	\$0.375
Solid Back Black	\$0.375
Solid Back Green	\$0.375
Solid Back Gray	\$0.375
Solid Back Maroon	\$0.375
Solid Back Navy	\$0.375
Solid Back White	\$0.375
linen Cover Black	\$0.281
Linen Cover Grey	\$0.281
Linen Cover White	\$0.281
Regency Cover Black	\$0.469
Regency Cover Maroon	\$0.469
Regency Cover Navy	\$0.469
Regency Cover White	\$0.469
BINDING	Price
Tape Binding Black 1-100 pages	\$0.790
Tape Binding Gray 1-100 pages	\$0.790
Tape Binding Brown 1-100 pages	\$0.790
Tape Binding Black 101+ pages	\$0.890
Tape Binding Gray 101+ pages	\$0.890
Tape Binding Brown 101+ pages	\$0.890
Comb Binding Black 1-100 pages	\$0.990
Comb Binding White 1-100 pages	\$0.990
Comb Binding Blue 1-100 pages	\$0.990
Comb Binding Other 1-100 pages	\$0.990
Comb Binding Black 101+ pages	\$1.090
Comb Binding White 101+ pages	\$1.090
Comb Binding Blue 101+ pages	\1.09
Comb Binding Other 101+ pages	\$1.090
Coil Binding Black 1-100 pages	\$1.090
Coil Binding White 1-100 pages	\$1.090
Coil Binding Blue 1-100 pages	\$1.090
Coil Binding Clear 1-100 pages	\$1.090
Coil Binding Other 1-100 pages	\$1.090
Coil Binding Black 101+ pages	\$1.190
Coil Binding White 101+ pages	\$1.190
Coil Binding Blue 101+ pages	\$1.190
Coil Binding Clear 101+ pages	\$1.190
Perfect Binding	\$1.990

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Business Solutions

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- Medium Business
- Large Business
- National/Global Firm

Industry Solutions

- Government Solutions
- Healthcare Solutions
- Education Solutions
- Diversity Solutions

Registered Customers

Please enter your login name and password.

Login Name

Password

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

[LOGIN](#)

Log me in automatically
(Cookies must be enabled for auto login.)

New Customers

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[PLACE FUTURE ORDER](#) (Delay your delivery for 21-180 days)

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ACCESS Copy & Print Depot

Click [UPLOAD FILES](#) or Print your documents to start the document(s) order process

Office DEPOT
Taking Care of Business

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Copy & Print Depot

Take care of all of your copying, printing and shipping needs in-store or online. Whether it's full or self service copies, presentations, business cards or UPS shipping, you can do it all in one place.

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Custom Stationery Online



Your premiere one-stop shop for all your office products like business stationery, labels, stamps, badges and more.

UPLOAD FILES

Click [Browse...](#) to locate your file/s

- o NOTE: You can upload a supported single file or up to 6 multiple documents per upload session

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File Upload

[Step 1 Add Documents](#) [Step 2 Print Options](#)

Preferred applications and file types include:

Microsoft® Word	Adobe® Acrobat PDF	Corel® Word Perfect
Microsoft® Excel	Adobe® Illustrator	Rich Text Format
Microsoft® PowerPoint	Adobe® PageMaker	EPS, TIFF, GIF, JPG, PNG
Microsoft® Publisher	Adobe® PhotoShop	Zip Files
	Adobe® InDesign	

Click the "Browse" buttons to select up to six files

File Name	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

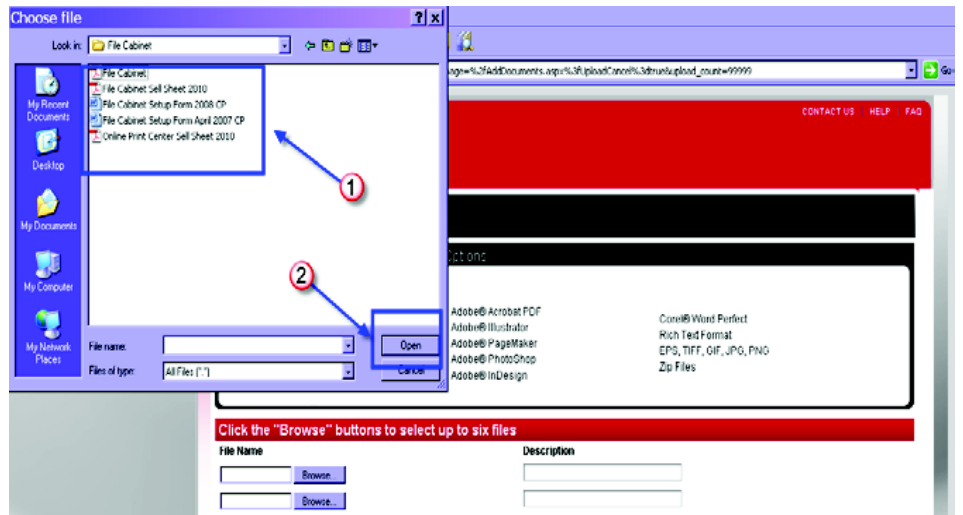
[Back](#)

[Upload and Continue](#) >

Locate your file(s)

Click Open

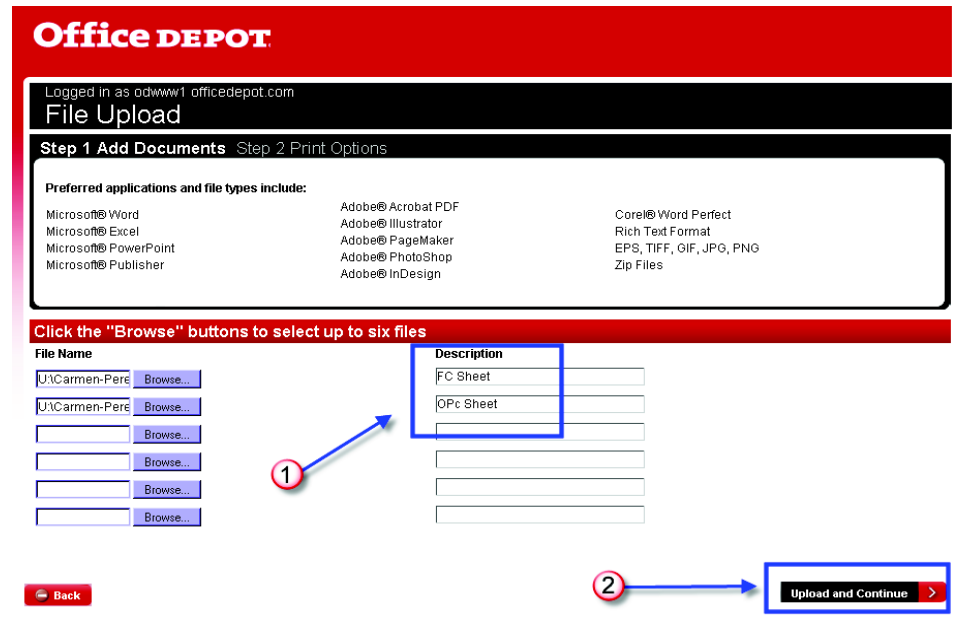
- NOTE: This step opens a new window to locate and select files saved in your computer or network to be uploaded to the Office Depot® Online Print Center system



Enter a Description for document(s) uploaded

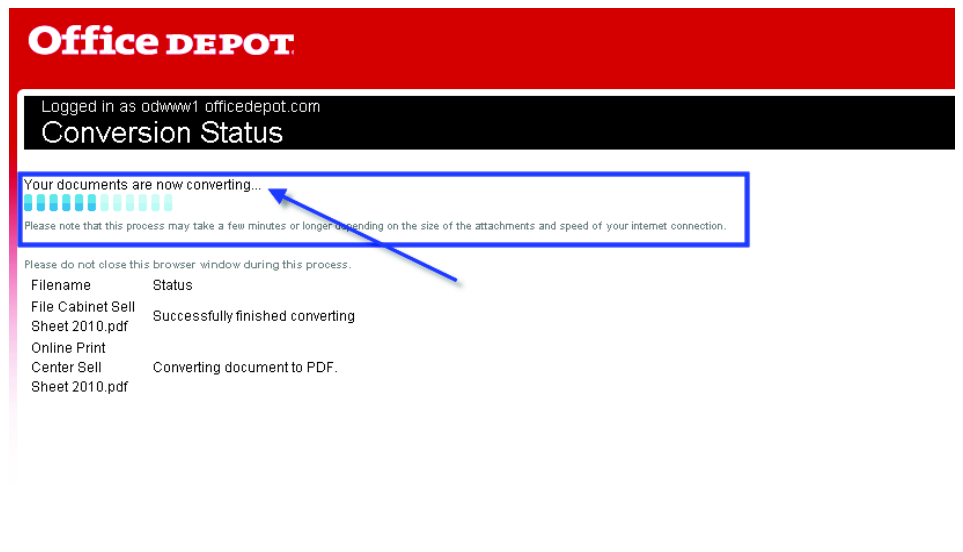
Click **Upload and Continue** >

- NOTE: Document (s) uploaded will be listed under Filename If your total page count for this job exceeds 99,999 you will need to create multiple orders.




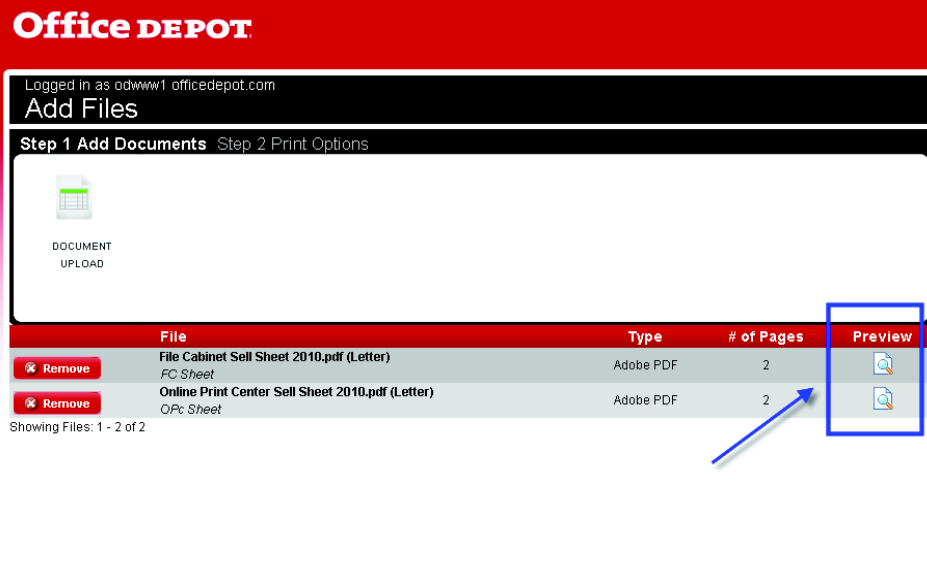
DOCUMENT CONVERSION

This process prepares documents for printing by converting the contents into a standard Portable Document Format (PDF) for online customization. This feature ensures that a valid PDF will render exactly the same regardless of its origin or destination.



PREVIEW DOCUMENTS

Click  to preview your document(s)



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Add Files

Step 1 Add Documents Step 2 Print Options

DOCUMENT UPLOAD

	File	Type	# of Pages	Preview
	File Cabinet Sell Sheet 2010.pdf (Letter) <i>FC Sheet</i>	Adobe PDF	2	
	Online Print Center Sell Sheet 2010.pdf (Letter) <i>OPc Sheet</i>	Adobe PDF	2	

Showing Files: 1 - 2 of 2

Preview document(s)

Click 



Office DEPOT

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Print Preview

Images 1 through 2 of 2

Go to image: 

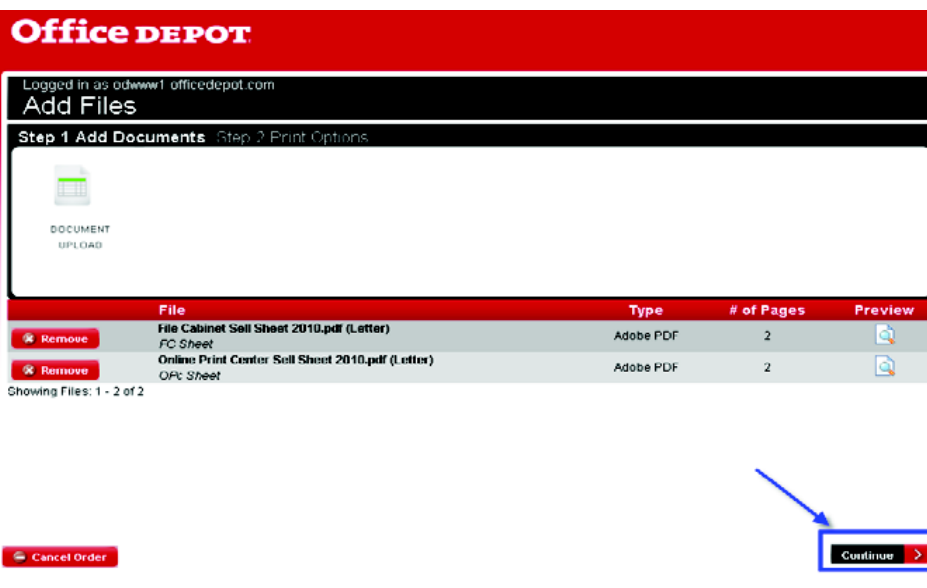
Click on any image to view a full-screen enlargement.







Click 



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Add Files


Step 1 Add Documents Step 2 Print Options

DOCUMENT UPLOAD

	File	Type	# of Pages	Preview
	File Cabinet Sell Sheet 2010.pdf (Letter) <i>FC Sheet</i>	Adobe PDF	2	
	Online Print Center Sell Sheet 2010.pdf (Letter) <i>OPc Sheet</i>	Adobe PDF	2	

Showing Files: 1 - 2 of 2






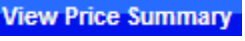
CHOOSE PRINT OPTIONS

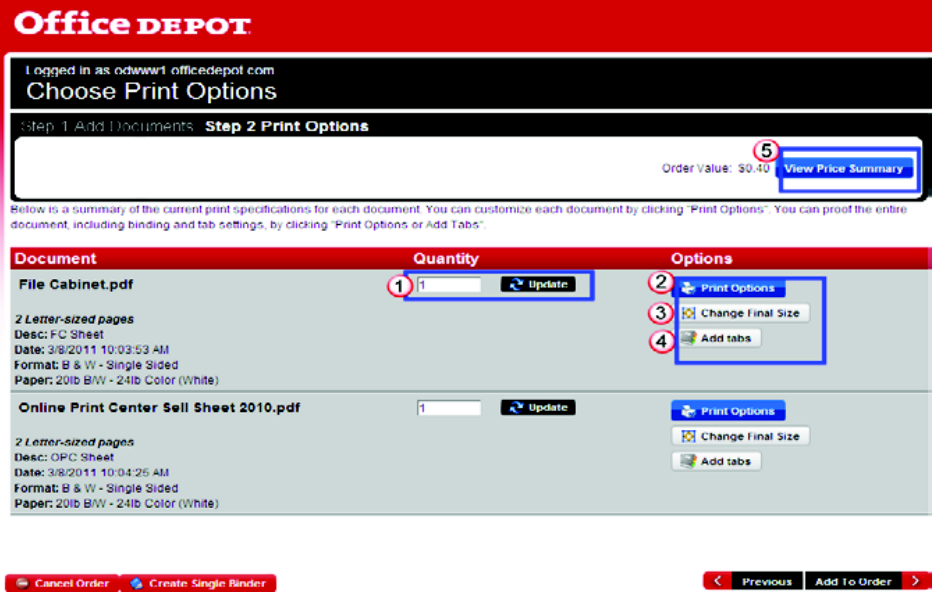
To adjust amount ordered, enter the new quantity

Click to configure your document 

Click  to change the document size

Click  to add tabs

Click  to review itemized pricing




Office DEPOT


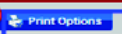
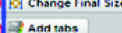


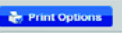
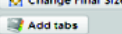
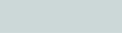
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
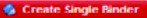

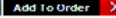
Choose Print Options

Step 1 Add Documents Step 2 Print Options

Order Value: \$0.40 

Below is a summary of the current print specifications for each document. You can customize each document by clicking "Print Options". You can proof the entire document, including binding and tab settings, by clicking "Print Options" or "Add Tabs".

Document	Quantity	Options
File Cabinet.pdf 2 Letter-sized pages Desc: FC Sheet Date: 3/8/2011 10:03:53 AM Format: B & W - Single Sided Paper: 20lb B/W - 24lb Color (White)	1 	  
Online Print Center Sell Sheet 2010.pdf 2 Letter-sized pages Desc: OPC Sheet Date: 3/8/2011 10:04:25 AM Format: B & W - Single Sided Paper: 20lb B/W - 24lb Color (White)	1 	  

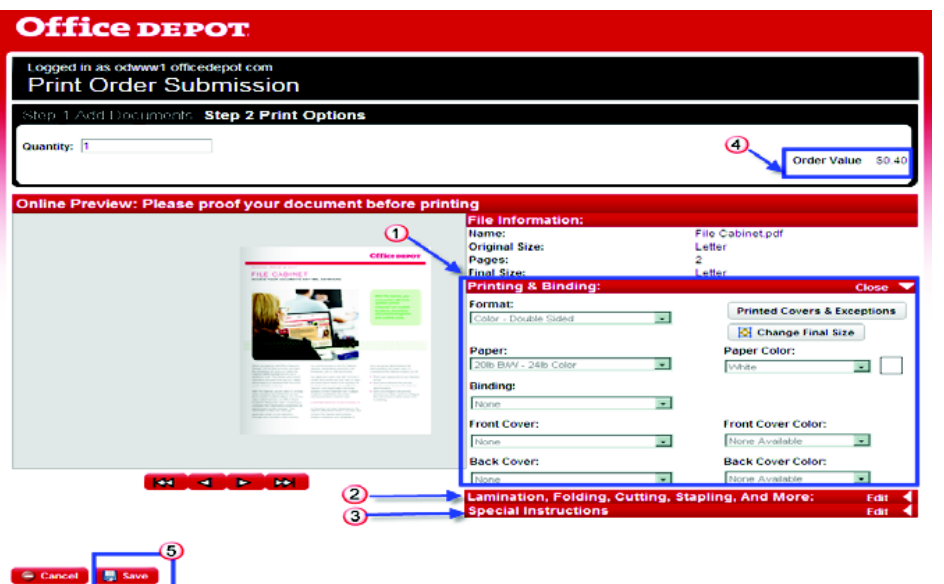
Choose your Printing & Binding options

Choose additional advance finishing options such as laminating, cutting, stapling and more ...

Enter Special Instructions such as store pick-up requests

Monitor your order value

Click 



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Print Order Submission

Step 1 Add Documents Step 2 Print Options

Quantity: 1 Order Value: \$0.40

Online Preview: Please proof your document before printing




File Information:
 Name: File Cabinet.pdf
 Original Size: Letter
 Pages: 2
 Final Size: Letter

Printing & Binding:

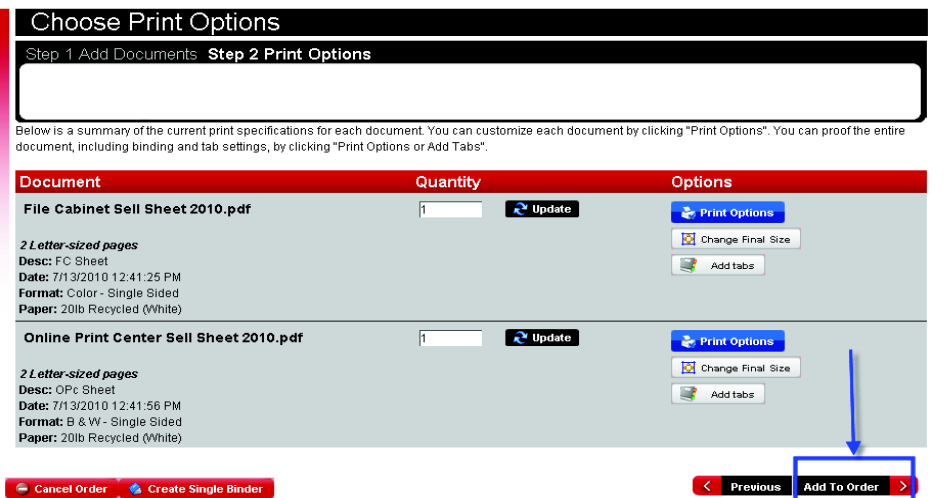
Format: Color - Double Sided
 Paper: 20lb B/W - 24lb Color
 Binding: None
 Front Cover: None
 Back Cover: None

Printed Covers & Exceptions
 Change Final Size
 Paper Color: White
 Front Cover Color: None Available
 Back Cover Color: None Available

Laminating, Folding, Cutting, Stapling, And More:
 Special Instructions

Click 





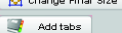
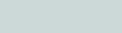
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Choose Print Options

Step 1 Add Documents Step 2 Print Options

Below is a summary of the current print specifications for each document. You can customize each document by clicking "Print Options". You can proof the entire document, including binding and tab settings, by clicking "Print Options" or "Add Tabs".

Document	Quantity	Options
File Cabinet Sell Sheet 2010.pdf 2 Letter-sized pages Desc: FC Sheet Date: 7/13/2010 12:41:25 PM Format: Color - Single Sided Paper: 20lb Recycled (White)	1 	  
Online Print Center Sell Sheet 2010.pdf 2 Letter-sized pages Desc: OPC Sheet Date: 7/13/2010 12:41:56 PM Format: B & W - Single Sided Paper: 20lb Recycled (White)	1 