

Office DEPOT®



Providing Value to
Public Sector

Future Ordering: You say when... we'll do the rest



Office Depot makes it easy to prepare for your school's future needs today.

Arrange product and furniture deliveries for next school year before the summer starts with Future Ordering online. It's easy and efficient.

Now, that's **smart!**

BUSINESS SOLUTIONS DIVISION

CLICK: business.officedepot.com
CALL: 888.2.OFFICE
COME BY: Visit a store near you!



Be ready for next school year before the last bell rings this year. Office Depot allows you to place orders for future delivery as much as 180 days in advance! Future Ordering online is a valuable tool that can streamline your school's procurement process and reduce operational costs like warehouse inventory, distribution and purchase processing.

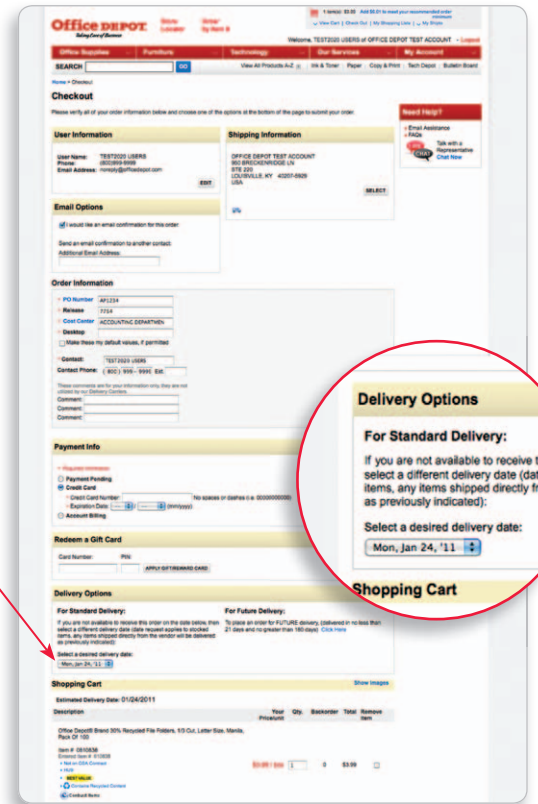
Let Office Depot be your behind-the-scenes partner:

- Improve the budgeting process by ordering in advance and accept delivery when the product is needed
- Reduce the number of invoices and simplify inventory management
- Eliminate the need to buy in bulk and redistribute when school starts
- Regulate cash flow by paying when the products are delivered

Future ordering in a few simple steps:

Go to **business.officedepot.com** and enter your login name and password, or to place a future order by phone, please call **800-263-3423**

1. Add desired items and quantities to your shopping cart and click "Checkout." You may also add line item comments – like the name of the person who requested the item – for reference or invoices and order histories.
2. Enter a PO number, delivery location, the appropriate contact name and phone number, other name and phone number for a contract who will be available on the day of delivery and **the desired delivery date.** (Please note: For future orders, delivery date must be no less than 21 days to a maximum of 180 days from the date of order entry.)
3. Upon checkout, select "Place Order" and the order will follow standard approval process, if required.
4. Products will arrive as scheduled on your desired delivery date.



For more information on these and other Office Depot Solutions for Education, please contact your sales representative or visit us at officedepot.com/education

Name: _____
 Email: _____
 Phone: _____