



BLENDed STAR

OFFICE DEPOT ORDERING INSTRUCTIONS

OFFICE DEPOT ORDERS ARE TO BE PLACED BY MANAGERS OR DM ONLY- NO EXCEPTIONS!

Before Ordering:

- Please make sure you have item numbers for all items you wish to order. Item numbers can be found on the order list provided by the office. If you need to order something that is not on the list please call the office to get the Item Number and to have it added to the list.

To Order by Phone:

- **Call 888-777-4044**
- **Account Number: 53054570**
- Give your Store Address & Phone Number, and Your Name when asked
- Place your order- give item # and quantity for each item
- **Payment: Charge to the Master Acct # 53054570**
- Ask for a faxed receipt to be sent to your store. Keep this for backup and make sure you account these charges into your supplies.
- Items should be delivered the next business day. No delivery charges apply, just sales tax.

To Order Online:

- **Go to business.officedepot.com**
- Sign in using your **login and password**
- Access the **Blended Star Shopping List** under “My Account” and “My Shopping Lists”
- Add items to your shopping cart; when finished proceed to checkout
- Select the correct shipping address
- **Payment: the order will be automatically charged to Account #53054570**
- Print your order confirmation. Keep this for backup, we do not need it at the office.
- The order will be sent to DM for approval
- Items should be delivered the next business day (after approved). No delivery charges apply, just sales tax.

Your supply budget:

- Will be charged when the invoice arrives to the office.