

# Office DEPOT®

Taking Care of Business



## Welcome to the Office Depot Knoxville Chamber of Commerce National Program!

### WHEN SHOPPING OR PLACING A COPY ORDER IN-STORE

PLEASE PRINT THIS FORM AND PRESENT THE CARD BELOW TO AN OFFICE DEPOT STORE ASSOCIATE TO RECEIVE CONTRACT PRICING



### Store Purchasing Program SPC Account # 80114389872

#### CARDHOLDER INSTRUCTIONS:

Present this card to an associate in your local Office Depot Store. You must prepay when you place your order. See an associate for assistance if you choose to use Self Service copiers for this program.

Pricing adjustments in accordance to national program's contract terms, Version 10/10

1. Begin sale transaction as normal. Self Service copy transactions must be paid for at the register for discount.
2. Press, "Total" and then select, "Charge" or, "F1" > SPC Account" (touch screen only).
3. Enter SPC # and wait for register to re-price.
4. Purchases made using the card do not qualify for WorkLife Rewards®.

#### OFFICE DEPOT ASSOCIATE INSTRUCTIONS:

**Special Print Pricing**  
**Black & White copies \$0.025 each**  
**Color copies \$0.29 each**  
**Binding, Folding, Cutting 40% off the Retail price**  
 You accept the terms and conditions by using this Card.

### Store Purchasing Card Terms and Conditions

In consideration of issuance of an Office Depot Store Purchasing Card ("Card") to you, ("Cardholder"), Cardholder agrees to be bound to the following Terms and Conditions applicable to the use of the Card:

1. The Card is not a revolving or any other type of credit card and does not establish any new account, nor does it extend credit to the Cardholder. The Card is an identification card only and allows the Cardholder to receive their custom discount pricing when making purchases at Office Depot's retail stores.
2. Payment options for purchases made with Cards issued to Office Depot Business Solutions Division ("BSD") business account clients ("BSD Client") are (a) account billing, (b) account billing and other types of payment at the point of sale (cash, check, credit card), or (c) other types of payment at the point-of sale only. The default payment option is (b) above. To select another payment option, please notify your Office Depot BSD account manager.
  - For account billing purchases, per transaction and per day dollar limits will be established for the Card. These limits may be adjusted only upon the BSD Client's submission of a revised application. The Cards cannot be used once the dollar limits have been exceeded.
  - Any restrictions or exclusions imposed on the purchase of products pursuant to a written contract between the BSD Client and Office Depot shall not apply to those purchases made in Office Depot retail stores using the Card.
  - The Card is non-transferable. The BSD Client may authorize its employees or other individuals to utilize the Card. However, the BSD Client remains fully responsible for the payment of all purchases made by use of the Card, whether the use is authorized by the BSD Client or not, or if the card is lost or stolen.
  - In the event the Card is lost or stolen, the BSD Client must contact Office Depot immediately at **888.438.4037** so that Office Depot can place a hold on the account to prevent further transactions.
3. Payment options for purchases made with Cards issued by a BSD Client to Cardholders through a group or employee purchasing organization are cash, check and credit card only.
  - The Card is non-transferable and Cardholder is responsible for all purchases made by any use of this Card. In the event the card is lost or stolen it is the Cardholder's responsibility to contact Office Depot immediately at **888.438.4037**. Upon receipt of notification by Office Depot, an immediate hold will be placed on the account preventing any further transactions via use of the Card
4. Office Depot coupons valid at retail stores and used in conjunction with a Card will provide the Cardholder with a discount off of the retail store price only. The Card will permit the Cardholder to receive either its custom discounted pricing or the retail store price after discounts, whichever is lower.
5. The Card must be presented at the point of sale in order for the Cardholder to receive its custom discounted pricing.
6. Office Depot reserves the right to unilaterally revoke or terminate the Card for any reason. Upon the receipt of notice that the Card has been terminated, the Cardholder must destroy the Card.
7. If the BSD Client is issued more than one (1) Card, all Cards issued shall be subject to these Terms and Conditions.
8. Office Depot reserves the right, at any time, to revise these Terms and Conditions. Any modifications to these Terms and Conditions shall be effective upon posting of the modified terms and conditions at **business.officedepot.com** or any successor website.

**BUSINESS SOLUTIONS DIVISION**

**CLICK:** [business.officedepot.com](http://business.officedepot.com)  
**CALL:** 888.2.OFFICE  
**COME BY:** Visit a store near you!