



OSU Contract Summary

VENDOR:

Office Depot

PRODUCT/SERVICES:

Office Supplies, Paper, Office Furniture, Technology Products

HOW TO USE THIS CONTRACT:

Call:

- Office Depot Customer Service
1-877-969-6629

On-line:

- Obtain authorization for on-line ordering access from Business Affairs.
Email BAFF.Accounting@oregonstate.edu

Include:

Shipping address for orders placed
Index Code for purchases

- Access web page, sign in, order desired supplies.

www.business.officedepot.com

Local Store:

- Obtain an Office Depot Bar Code (available at the PaCS office).
- Present Bar Code at the cash register during check out to activate contract pricing.
- Pay for goods via check, cash or department credit card.

PRICING:

- Contract pricing will be applied automatically at time of order.

DELIVERY:

- Free next day delivery for stock items for orders placed by 4:00 p.m.

GENERAL INFORMATION:

Contract Number: 156810

Contract Start Date: 1/1/2012

Implementation Date: 1/1/2012

Contract End Date: 12/31/2019
With the option to renew for 11 additional 1-year terms.

ADDITIONAL INFORMATION:

Warranty: Full credit within 30 days from date of receipt.

Returns: Contact Office Depot customer service for return instructions.

QUESTIONS:

For OSU contract related questions, contact:

Ben Baggett
541-737-2526

benjamin.baggett@oregonstate.edu

Office Depot Account Manager:

Kimberly Cox
Kimberly.Cox@officedepot.com