

STORE PURCHASING CARD

EXPAND YOUR SAVINGS

The Store Purchasing Card connects you to a nationwide network of over 1,200 retail stores, provides access to one of the largest assortments of office products and gives full access to our reliable Design, Print & Ship services.



With the enhanced Store Purchasing Card program, Office Depot delivers savings to our contract clients, while offering an expanded range of purchasing options. The Store Purchasing Card enables customers to utilize their negotiated contract pricing when making purchases at any of our many retail stores located throughout the country.

With the multiple payment options available, you can now pay for items by cash, check, credit card or through account billing at the point-of-sale. Our flexible purchasing options are an ideal solution for buying last minute office supplies or purchasing everyday office essentials.

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EXCEPTIONAL CONVENIENCE FLEXIBLE PAYMENT

As a customer, you are already accustomed to the exceptional convenience and value that Office Depot delivers. Now, with a swipe of the Store Purchasing Card at the register, you receive the contract price or the retail store price – whichever is lower.

All items included in the contract agreement are automatically priced and displayed on the sales receipt. When working with your account manager to establish a card, you choose from three flexible payment options:

- Account Billing Only – Charges are automatically posted to your Office Depot account
- Other Payment Only – Cardholders pay for items at time of purchase by

cash, check or credit card at the register

- Both Account Billing and Other Payment – Choose, at the time of purchase, how to pay for your items – account billing or cash, check or credit card

After account preferences are established with Office Depot, your organization's cardholders are able to self-register for Store Purchasing Cards, and cards are mailed directly to those individuals.

Whether your business employs mobile professionals, supports a direct sales organization or maintains an Employee Purchase Program, flexible Store Purchasing Card options make contracted discounts available to the workforce, more reliably and conveniently.

EXPERT SERVICE YOU CAN COUNT ON

Discover why more customers rely on Office Depot for worklife solutions to make their businesses run efficiently. Contact a Business Solutions Division sales professional today to learn about our Store Purchasing Card program and work with a partner who makes your individual business needs their top priority.

Store Purchasing Card Application

Your Store Purchasing Card allows you to receive the lower of the retail store price or your custom business account pricing when you shop in our Retail stores. You may pay by cash, check, credit card or account billing (if you have account billing on your business account.) Any single transaction may not exceed \$1,000. Daily transactions are limited to 5 per day and may not exceed a total of \$2,000. To request different payment options or transaction limits, please contact your account manager.

Please fill out the top section and fax it to 888.438.9066. Please allow up to 3 weeks for processing. If you need assistance filling out this application or you have any questions on the Store Purchasing Card, please contact your Account Manager or call 888.438.4037. By signing below you acknowledge that you have read and agree to the Store Purchasing Card terms and conditions on the reverse side of this application.

CUSTOMER

Please complete the information below as it should appear on the card. Please fill out all fields in this section. If you would like more than one card with different cardholder information, a separate application is necessary.

Company Name: _____ (Up to 25 characters)

Account #: _____

Cardholder Name: _____

Company Contact: _____

Company Address: _____ City: _____

State: _____ Zip / Postal Code: _____ Phone Number: _____ E-Mail: _____



How many cards would you like?

By signing here you acknowledge that you have read and agree to the Store Purchasing Card terms and conditions on the reverse side of this application.

Customer Signature: _____ Date: _____

INTERNAL USE ONLY (Account Manager)

Account Manager: _____ Sales ID: _____

Phone Number: _____ Extension: _____ E-Mail: _____

Account Manager's Signature: _____ Date: _____

STORE PURCHASING CARD TERMS AND CONDITIONS

In consideration of issuance of an Office Depot Store Purchasing Card(s) (the "Card") to the Business Solutions Division ("BSD") business account client (the "BSD Client") and upon submission of an application, the BSD Client 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, or extend credit to the BSD Client. The Card is an identification card only allowing purchases at Office Depot retail stores to be made at the custom discounted pricing established by the BSD business account.
2. It is agreed that use of the Card at point of sale is required to receive the BSD Client's BSD custom discounted pricing.
3. The Card is non-transferable. The BSD Client may authorize its employees or other individuals to utilize the Card, but 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.
4. The BSD Client is responsible for all purchases made by any use of this Card including instances where the card has been lost or stolen and then used by an unauthorized individual. In the event the card is lost or stolen it is the BSD Client'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.
5. The accepted forms of payment for all purchases made through the use of the Card are (i) account billing, (ii) account billing and other types of payment (cash, check, credit card), or (iii) other types of payment only. The BSD Client acknowledges that the Card is automatically set for payment option (ii). To select one of the other payment options, please let the Office Depot BSD account manager know.
6. For purchases made with account billing, a dollar limit must be established for the Card on a per transaction and per day basis. The Card transaction limits may be adjusted by the BSD Client only upon submission of a revised application. The use of the Card must be discontinued during periods where the transaction limits have exceeded the BSD business account billing limits.
7. Coupons cannot be used with Store Purchasing Cards.
8. If the BSD Client's BSD business account has been discontinued, the Card is no longer valid and must be destroyed.
9. The use of the Card must be discontinued and the Card(s) immediately destroyed or returned to Office Depot in the event that the BSD Client (i) is unable to pay its accounts or other amounts, (ii) is about to sell all or substantially all of its assets, (iii) anticipates the likelihood of bankruptcy or any assignment, or appointment of a receiver, for the benefit of creditors, or (iv) is notified by Office Depot to discontinue use of the Card, which Office Depot may do in its sole discretion.
10. If the use of the Card is discontinued for any of the above reasons, all Cards must be destroyed and it is the responsibility of the BSD Client to notify its employees or other authorized individuals to destroy the cards in their possession.
11. Office Depot reserves the right, at any time, to change any of the terms under which the Card (s) have been issued or to unilaterally revoke or terminate the Card for any reason.