Office Depot Custom Stationary Online
North Seattle College

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Joe Piccirillo, Print Development Manager (joe.piccirillo@officedepot.com)
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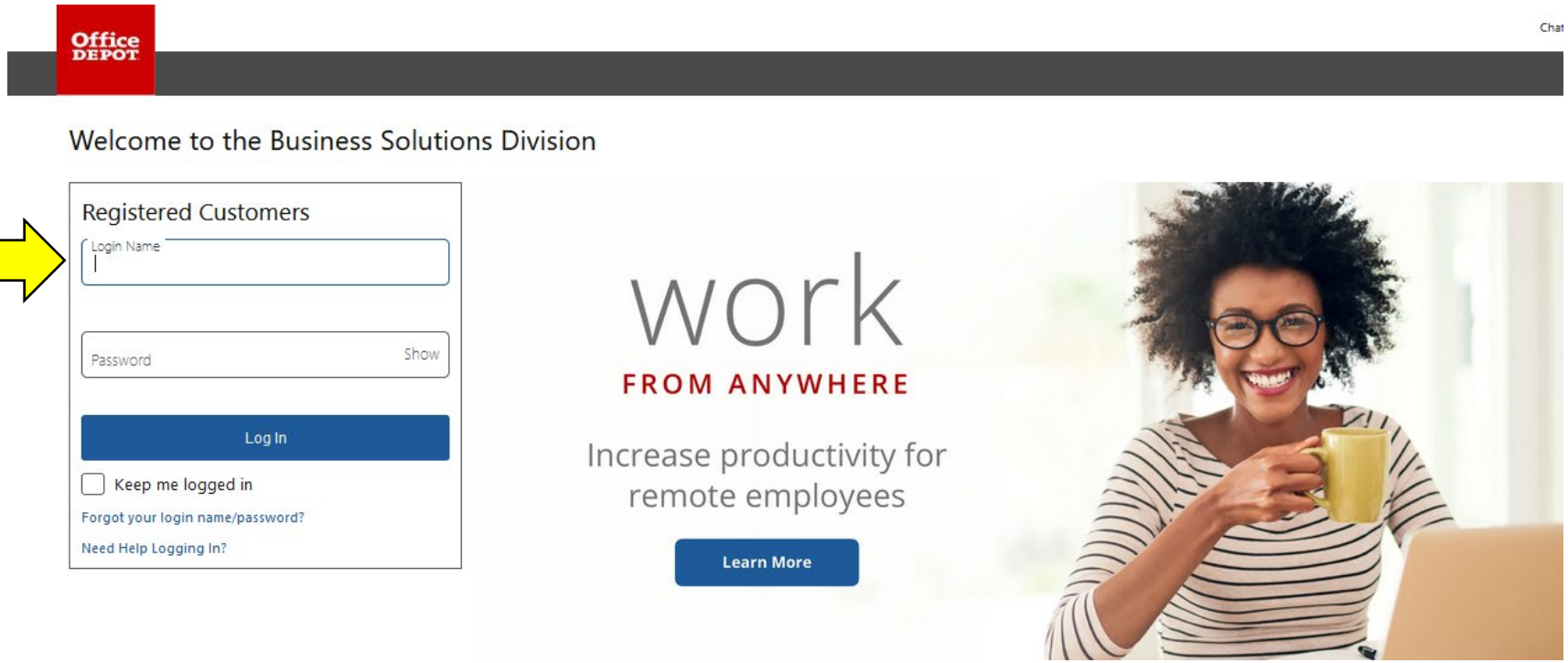
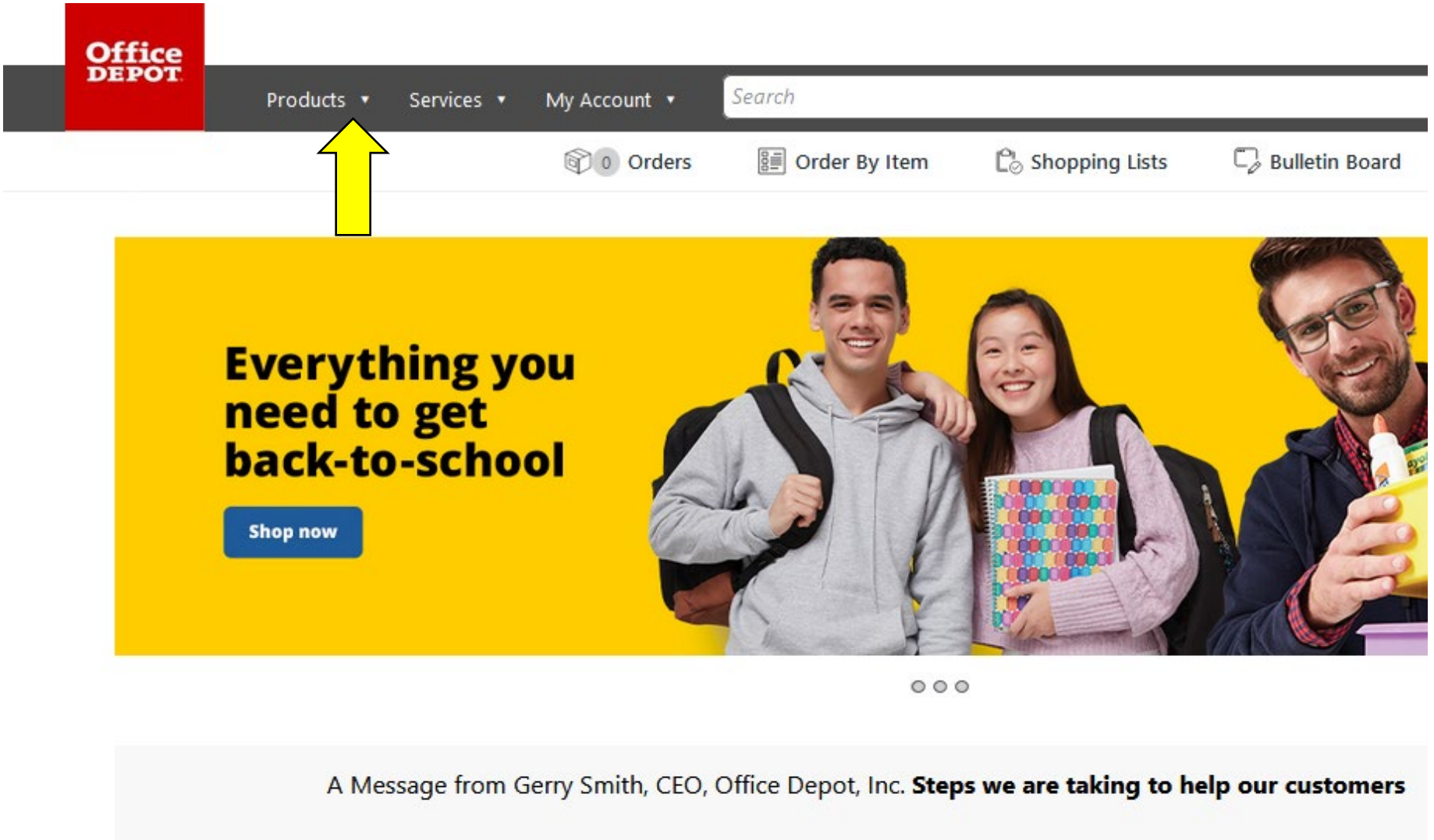
NSC Contact: Meseret Tesfaye, Site Access and Order Approval (meseret.tesfaye@seattlecolleges.edu)

Step 1: Login

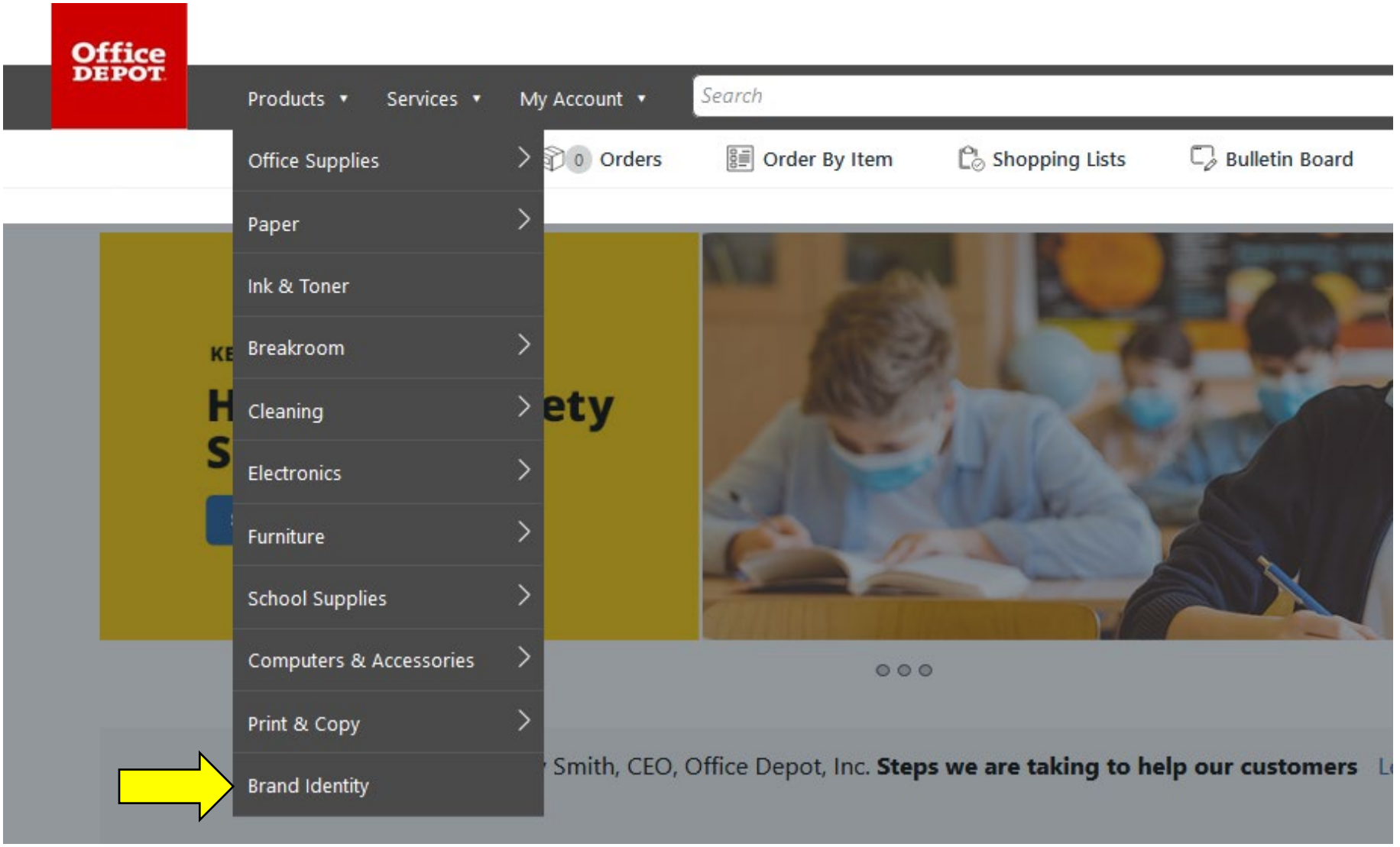
Use your login that ends in "nc": name.name@seattlecolleges.edunc If you do not have a nc login, please reach out to the Business Office.



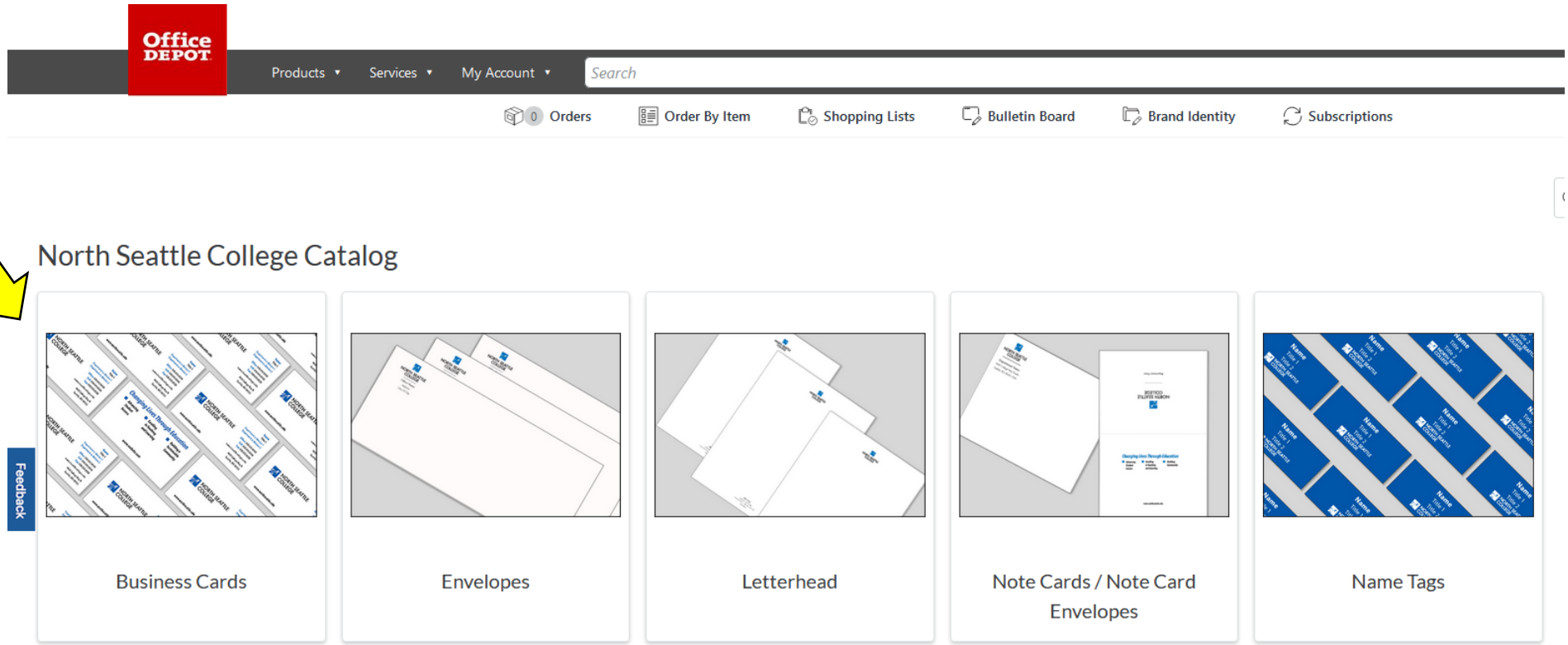
Step 2: Select the “Products” drop-down



Step 3: Select “Brand Identity”

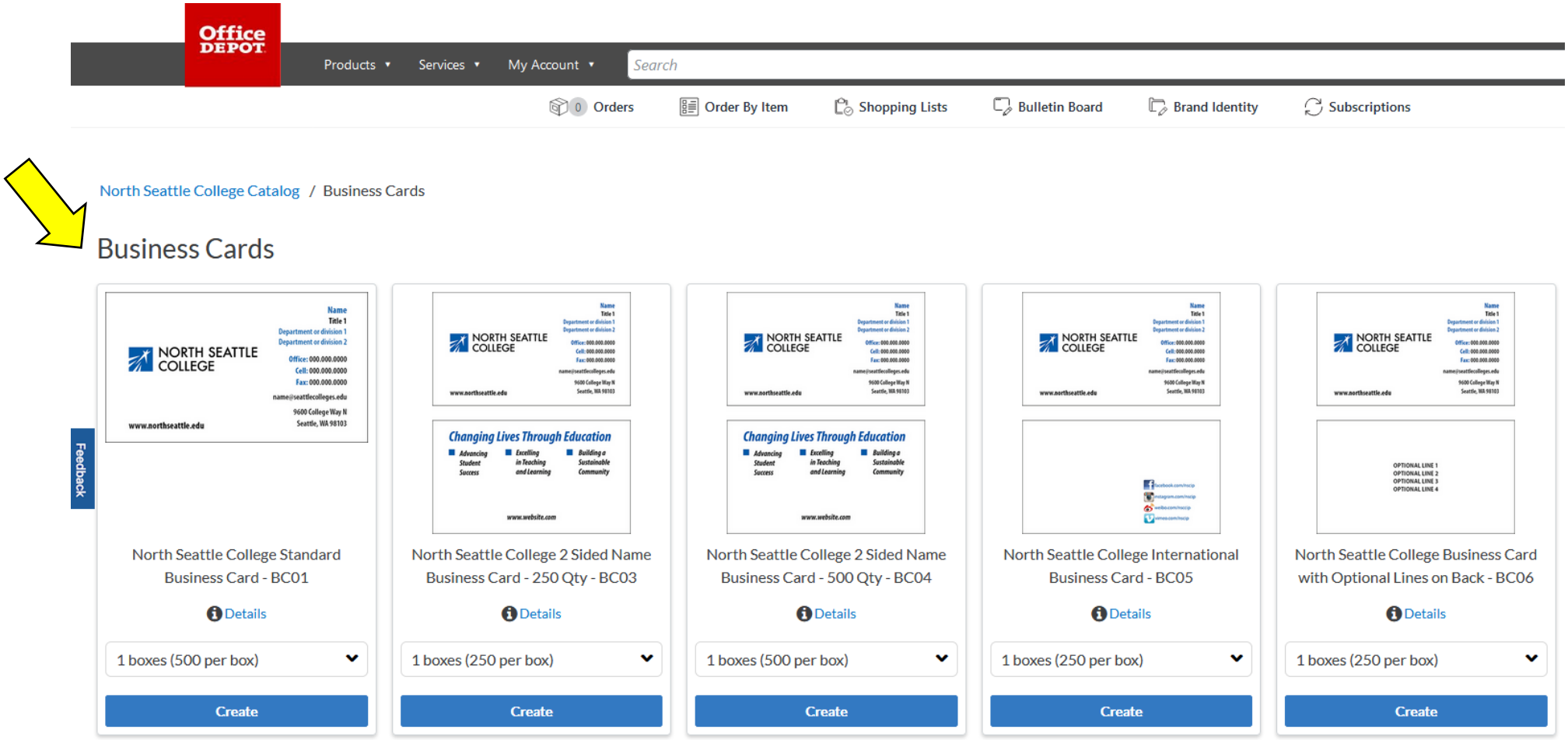


Step 4: Select the type of item you would like to order from the catalog



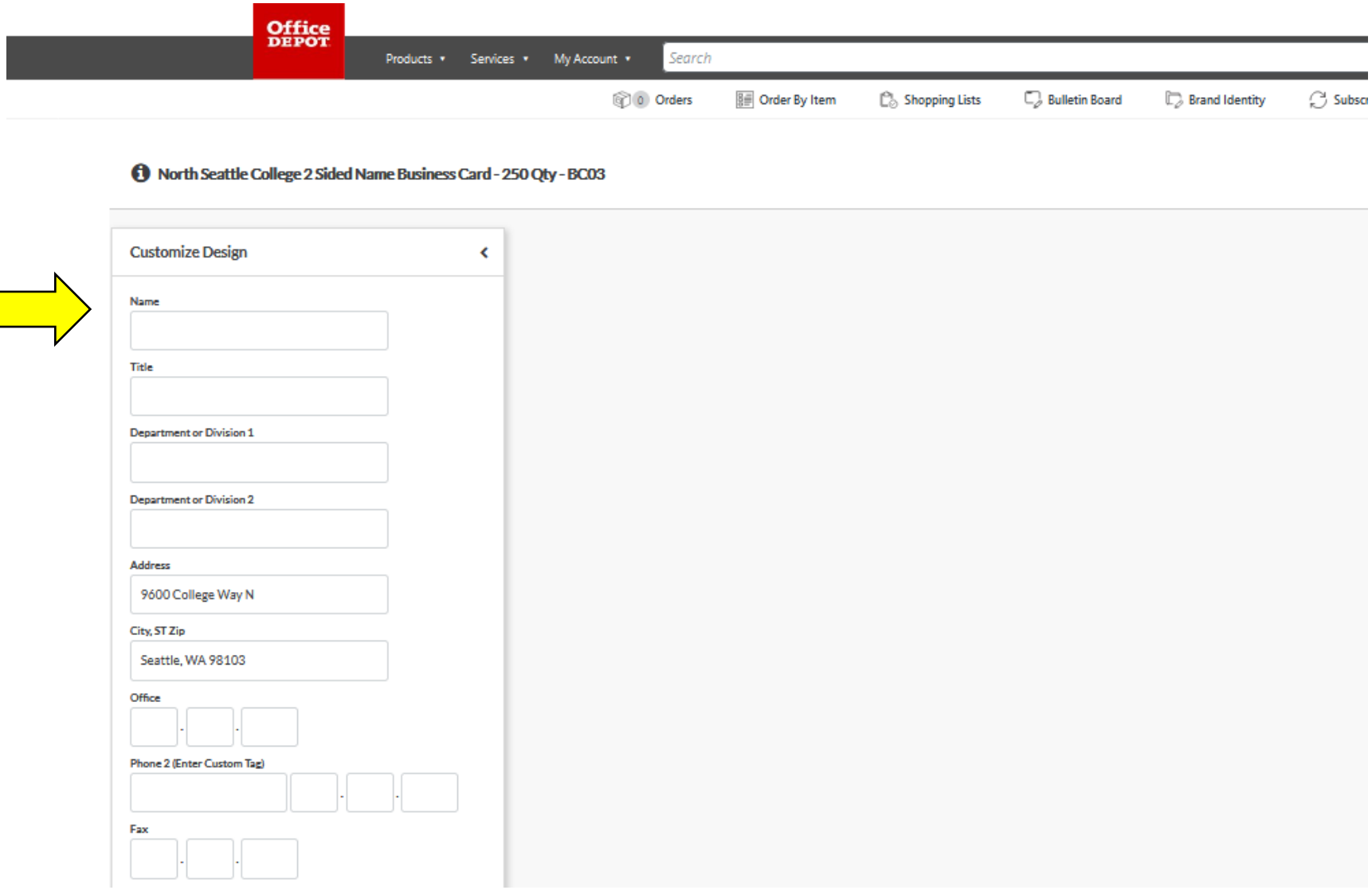
Step 5: Select the item you would like to order

We have selected business cards. Choices include different formats and quantities.



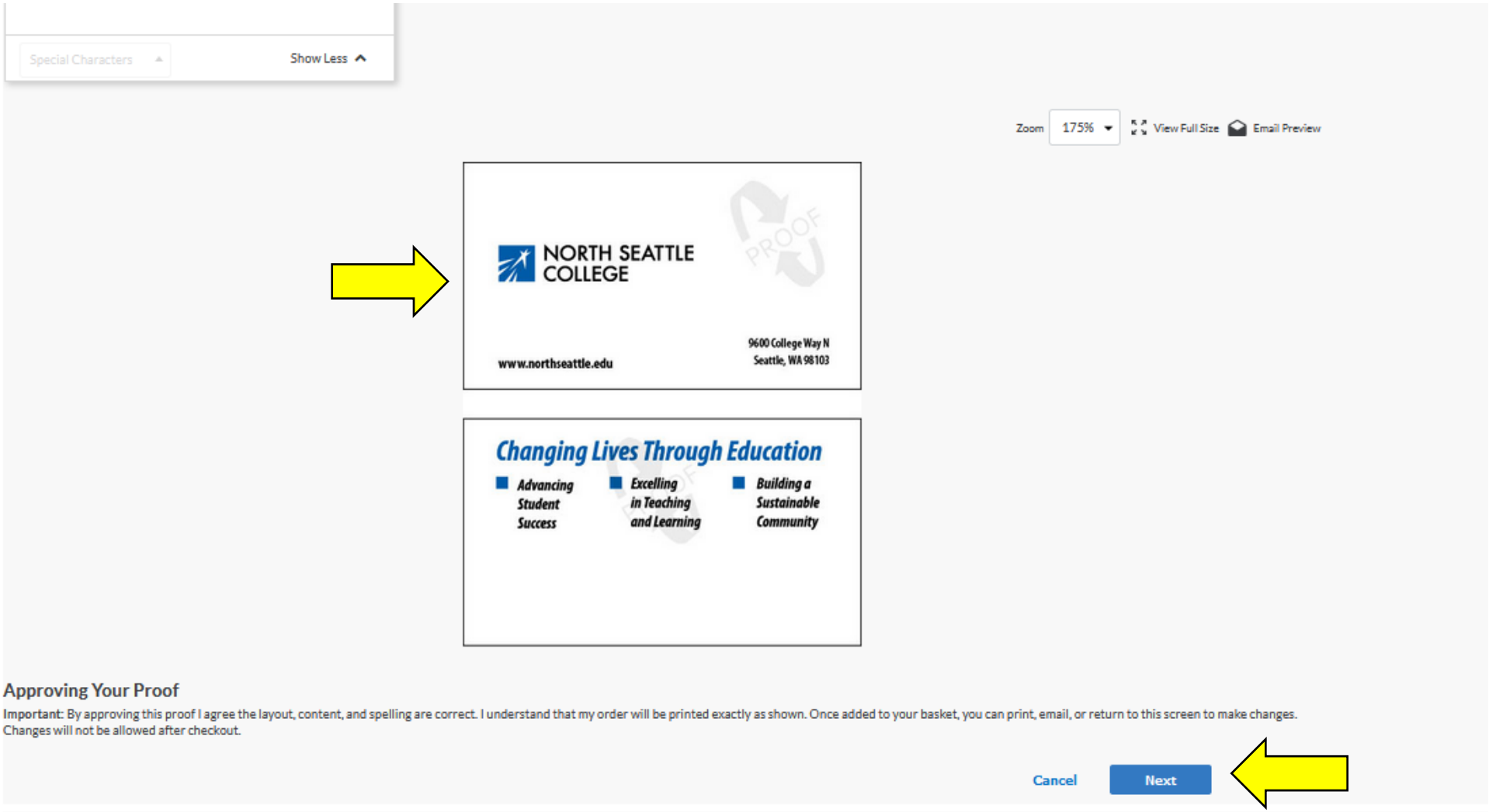
Step 6: Customize the product

Enter to your specifications. Note that some information is pre-filled.



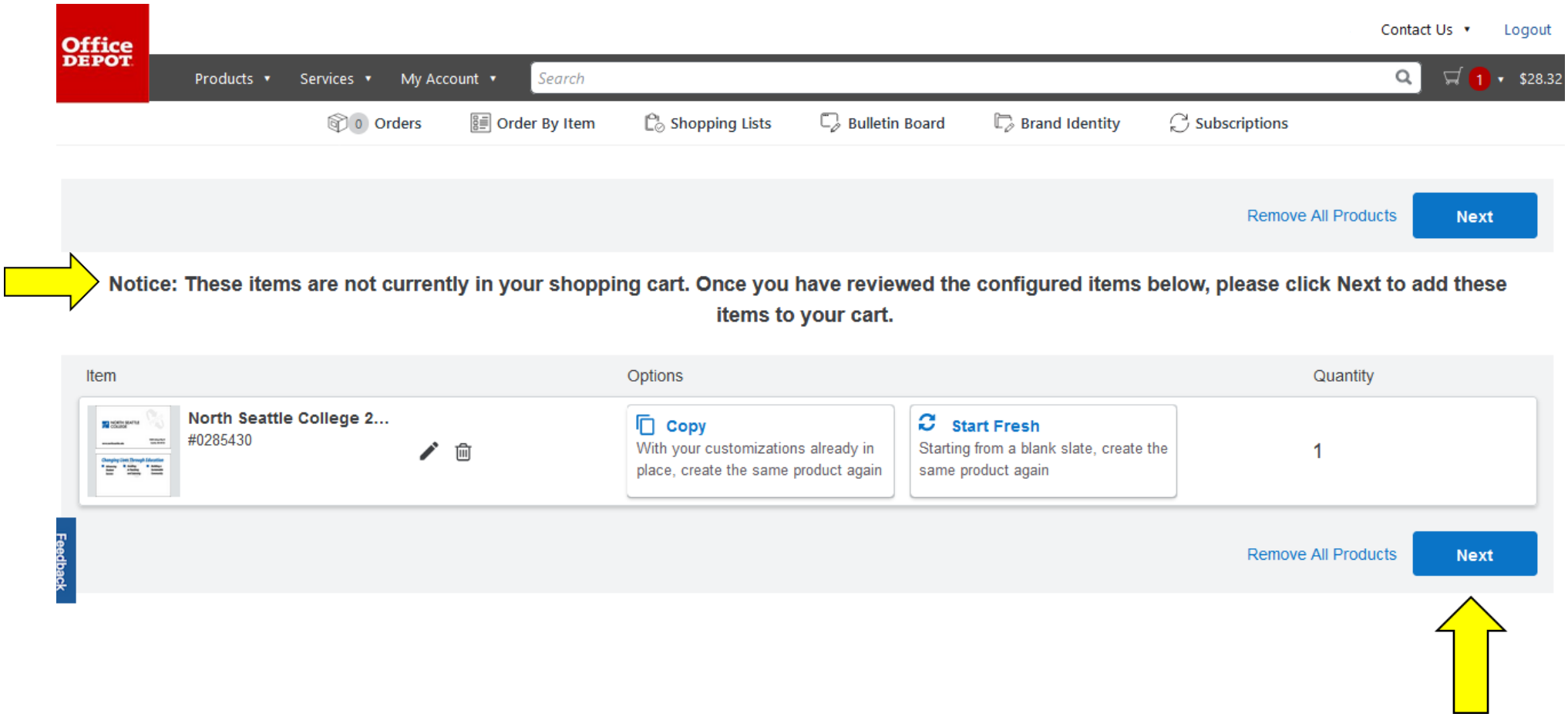
Step 7: Approve your proof

As you enter information, the proof on the page will update. Once your product is complete, select “Next”.



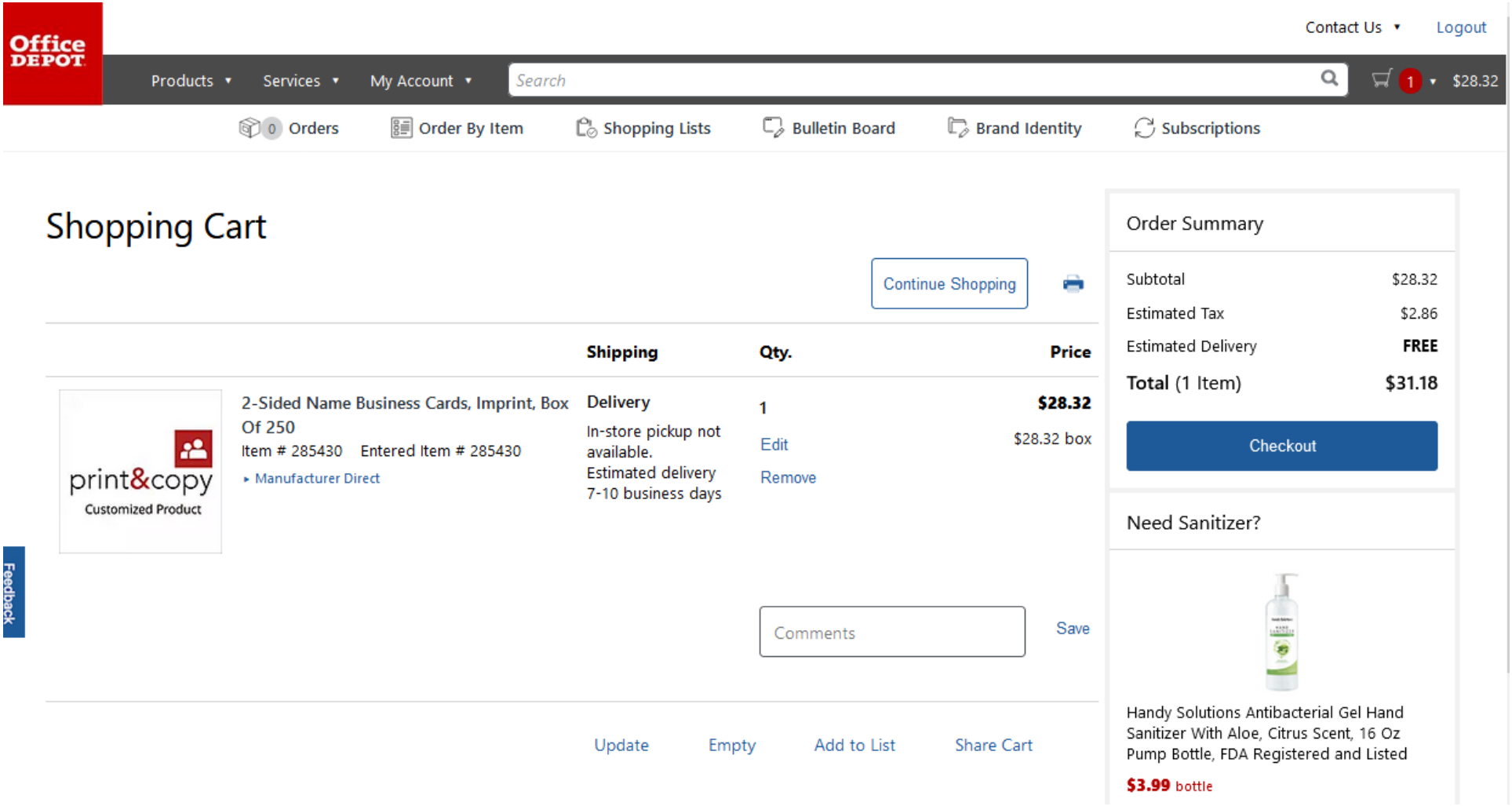
Step 8: Confirm and add to cart

This is the final step before the item is added to your cart. You can edit, delete, copy, start fresh, or remove all products. If you want to add the item to your card as-is, select “Next”.



Step 8: Add to cart.

As you enter information, the proof on the page will update. Once your product is complete, select “Next”.



That’s it, good job! Finish your shopping and make your purchase.