

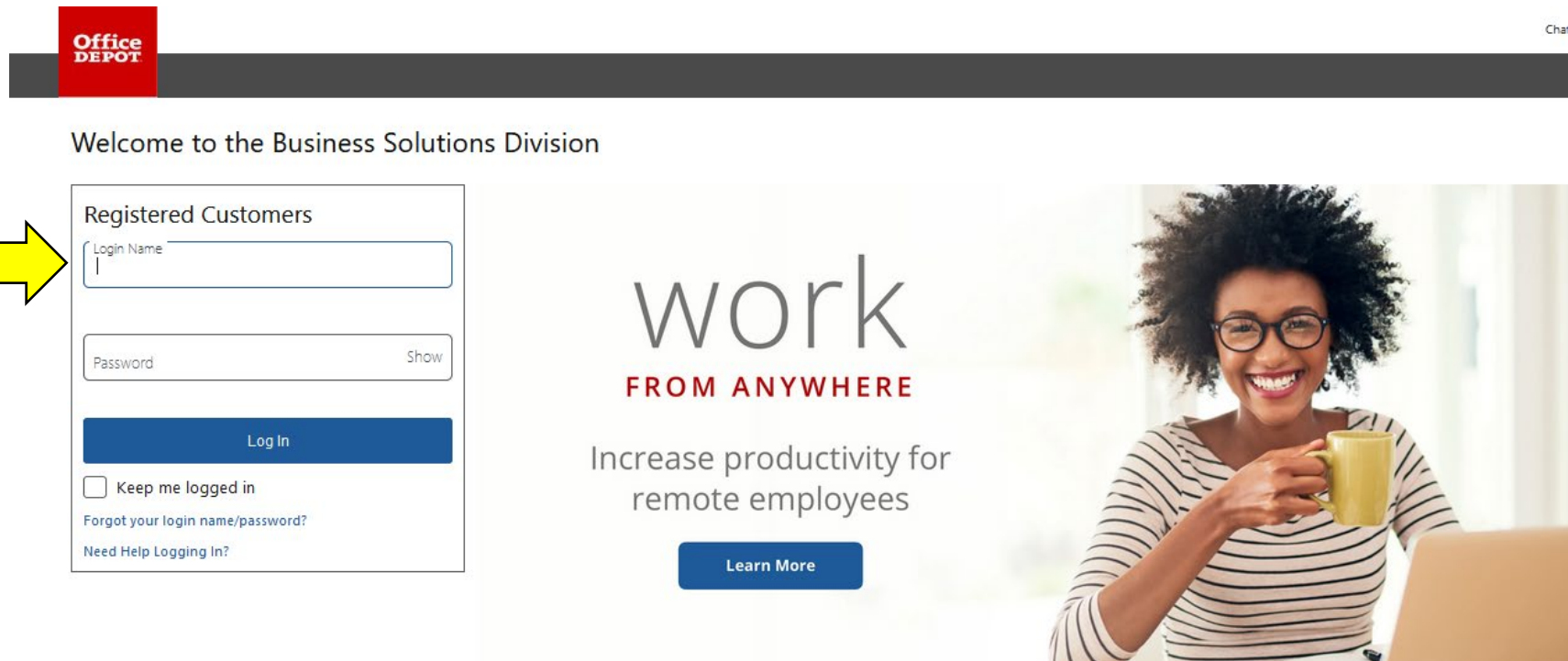
Office Depot Custom Stationary Online North Seattle College

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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.



Office DEPOT

Chat

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password Show

Log In

Keep me logged in

[Forgot your login name/password?](#)

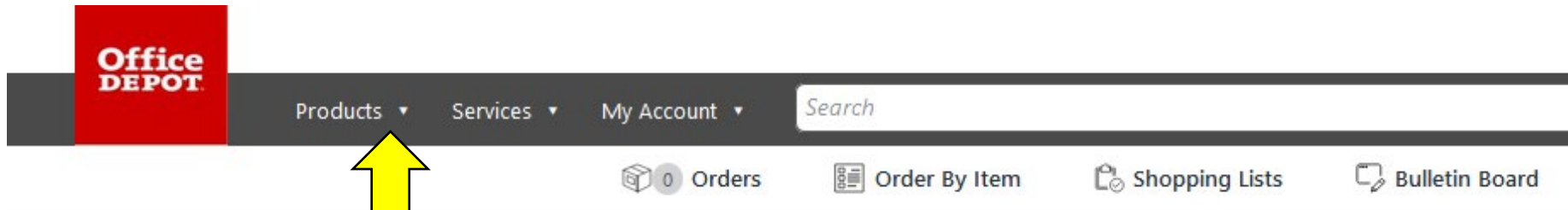
[Need Help Logging In?](#)

work
FROM ANYWHERE

Increase productivity for remote employees

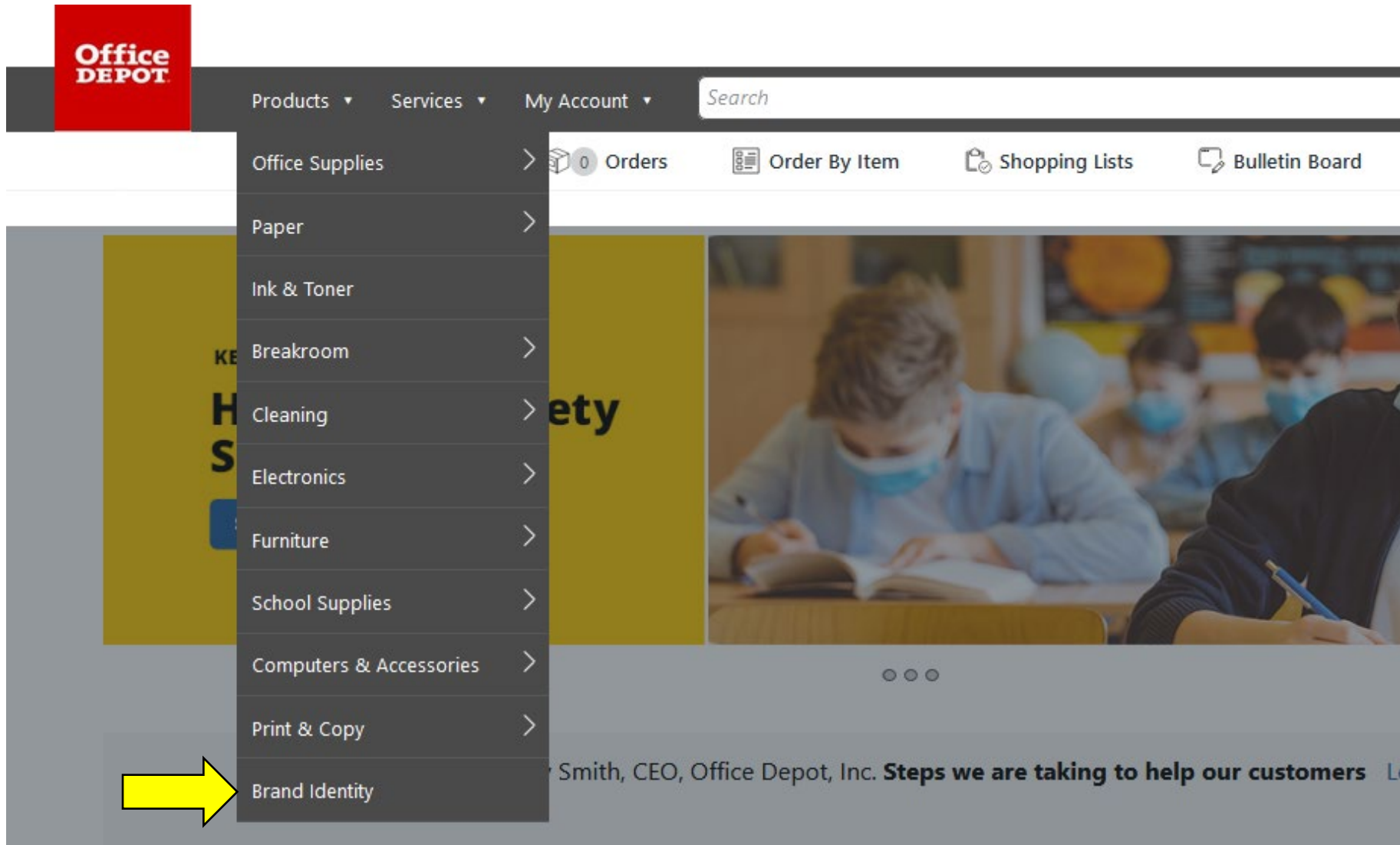
[Learn More](#)

Step 2: Select the “Products” drop-down



A Message from Gerry Smith, CEO, Office Depot, Inc. **Steps we are taking to help our customers**

Step 3: Select “Brand Identity”



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



Products ▾

Services ▾

My Account ▾

Search

0 Orders

Order By Item

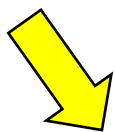
Shopping Lists

Bulletin Board

Brand Identity

Subscriptions

North Seattle College Catalog



Feedback



Business Cards



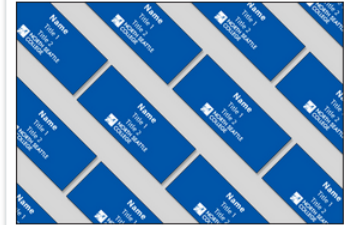
Envelopes



Letterhead



Note Cards / Note Card
Envelopes



Name Tags

Step 5: Select the item you would like to order

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

Office DEPOT

Products ▾ Services ▾ My Account ▾ Search

Orders Order By Item Shopping Lists Bulletin Board Brand Identity Subscriptions

North Seattle College Catalog / Business Cards

Business Cards

Feedback

North Seattle College Standard Business Card - BCO1

[Details](#)

1 boxes (500 per box) ▾

Create

North Seattle College 2 Sided Name Business Card - 250 Qty - BC03

[Details](#)

1 boxes (250 per box) ▾

Create

North Seattle College 2 Sided Name Business Card - 500 Qty - BC04

[Details](#)

1 boxes (500 per box) ▾

Create

North Seattle College International Business Card - BC05

[Details](#)

1 boxes (250 per box) ▾

Create

North Seattle College Business Card with Optional Lines on Back - BC06

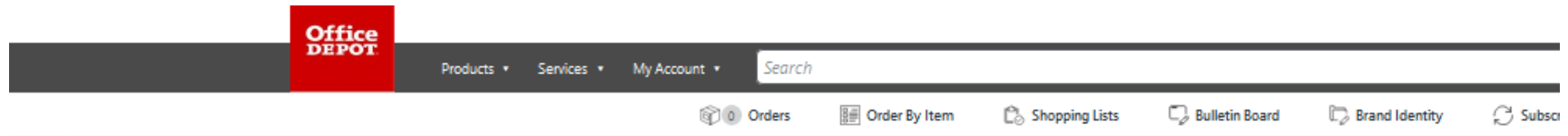
[Details](#)

1 boxes (250 per box) ▾

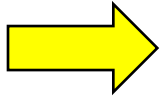
Create

Step 6: Customize the product

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



i North Seattle College 2 Sided Name Business Card - 250 Qty - BC03



Customize Design

Name

Title

Department or Division 1

Department or Division 2

Address

City, ST Zip

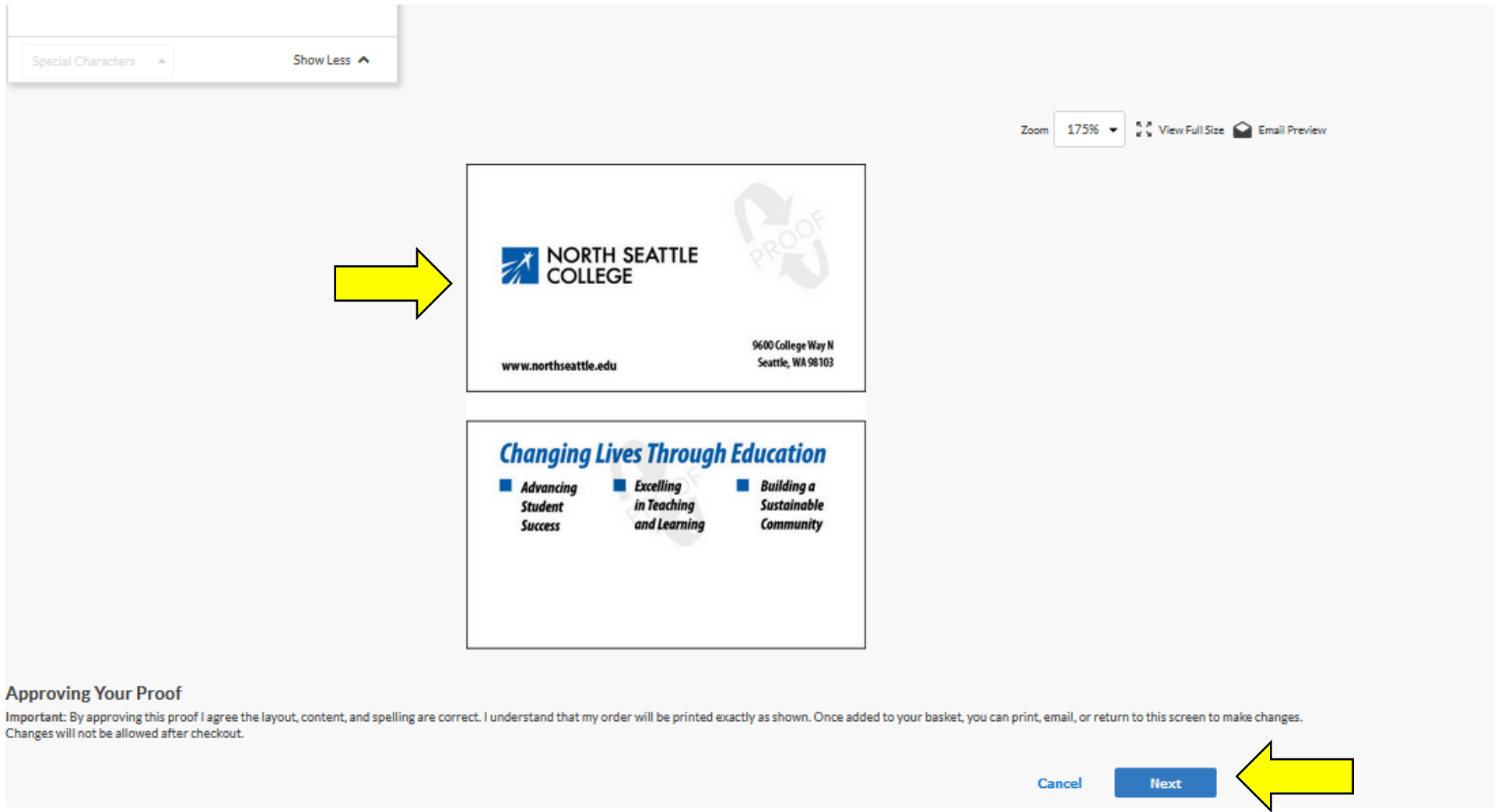
Office
 - -

Phone 2 (Enter Custom Tag)
 - -

Fax
 - -

Step 7: Approve your proof

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



Special Characters ▲ Show Less ▲

Zoom 175% ▼ [View Full Size](#) [Email Preview](#)

NORTH SEATTLE COLLEGE

www.northseattle.edu

9600 College Way N
Seattle, WA 98103

Changing Lives Through Education

- *Advancing Student Success*
- *Excelling in Teaching and Learning*
- *Building a Sustainable Community*

Approving Your Proof

Important: By approving this proof I agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your basket, you can print, email, or return to this screen to make changes. Changes will not be allowed after checkout.

Cancel **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”.

The screenshot shows the Office Depot website interface. At the top left is the Office DEPOT logo. The top navigation bar includes links for Products, Services, My Account, and a search bar. On the right, there are links for Contact Us and Logout, and a shopping cart icon with a red circle containing the number 1 and a total price of \$28.32. Below the navigation bar are icons for Orders, Order By Item, Shopping Lists, Bulletin Board, Brand Identity, and Subscriptions.

In the main content area, there is a light gray bar with a 'Remove All Products' link and a blue 'Next' button. Below this is a notice: **Notice: These items are not currently in your shopping cart. Once you have reviewed the configured items below, please click Next to add these items to your cart.** A yellow arrow points to the 'Next' button in this bar.

Below the notice is a table with columns for Item, Options, and Quantity. The table contains one row for 'North Seattle College 2...' with item number #0285430. The Options column has two buttons: 'Copy' (With your customizations already in place, create the same product again) and 'Start Fresh' (Starting from a blank slate, create the same product again). The Quantity column shows '1'. At the bottom right of the table is another 'Remove All Products' link and a blue 'Next' button. A yellow arrow points to this 'Next' button.

On the left side of the table, there is a vertical blue bar with the word 'Feedback' written vertically.

Step 8: Add to cart.

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

Office DEPOT


Contact Us ▾ Logout

Products ▾ Services ▾ My Account ▾ Search

0 Orders Order By Item Shopping Lists Bulletin Board Brand Identity Subscriptions

Shopping Cart

[Continue Shopping](#)

	Shipping	Qty.	Price
 <p>2-Sided Name Business Cards, Imprint, Box Of 250 Item # 285430 Entered Item # 285430 Manufacturer Direct</p>	Delivery In-store pickup not available. Estimated delivery 7-10 business days	1 Edit Remove	\$28.32 \$28.32 box

[Save](#)


[Update](#) [Empty](#) [Add to List](#) [Share Cart](#)

Order Summary

Subtotal	\$28.32
Estimated Tax	\$2.86
Estimated Delivery	FREE
Total (1 Item)	\$31.18

[Checkout](#)

Need Sanitizer?



Handy Solutions Antibacterial Gel Hand Sanitizer With Aloe, Citrus Scent, 16 Oz Pump Bottle, FDA Registered and Listed
\$3.99 bottle

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