



Order Online  
with  
Office DEPOT

Use your LCC purchasing card and save!

Office DEPOT is committed to providing Lansing Community College with an efficient, money-saving office supply program.

**Benefits Include:**

- Special pricing on most frequently ordered private label items. Look for **BEST VALUE** icon.
- 13,000+ item catalog pre-priced for your convenience. Lansing Community College receives an **additional 10%** off from the "Your Price" column on catalog items, excluding business machines and custom imprints.
- Professional Customer Service and eCommerce Support teams to provide answers to questions or assist in finding products.
- Online order processing enables easy order tracking and live online returns.
- Next day delivery to your LCC office location. Enjoy free delivery on orders over \$50.
- 30 day, no questions asked, return policy.

**Here's how it works:**



- Complete this form in its entirety and fax to number below.
- Once this form is processed, you will receive ordering information within 2 business days.
- For more information contact:

**Sandy Sweet, Account Manager**

PHONE: (800) 578-9675 x5524

FAX: (810) 564-3476

EMAIL: [SSweet@OfficeDepot.com](mailto:SSweet@OfficeDepot.com)

EMPLOYEE NAME: \_\_\_\_\_

LCC MAIL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS\*: \_\_\_\_\_

LCC PURCHASING CARD # : \_\_\_\_\_ EXP DATE: \_\_\_\_\_

\*Email address will be used for profile setup only. Your email address will not be sold or transferred.

**THANK YOU FOR YOUR BUSINESS!**