

Office DEPOT

What you need. What you need to know.™

Improved Office Supply Program for WELS Institutions & Members

Dear WELS Institutions and Members,

Office Depot, in cooperation with the WELS, has agreed to extend group purchasing power to all members of the WELS! This program will allow members of the WELS access to contract pricing for office supplies, paper, ink and toner, office furniture and computer supplies and peripherals. It will be easier than ever to order office supplies via multiple order methods including the Office Depot Business Solutions Division website, phone or fax.

As a member of the WELS, Office Depot is now offering you:

- **FREE Next Day Delivery within most major zones for orders over \$50.00**
- **Open Account Billing** (net 30 days)
- **Reduced Prices** exclusive to WELS members at between 50-80% off manufacturers list pricing!
- **On-Line Catalog for Ordering & Information** Office Depot's award-winning web-site links directly to their distribution network, so you're always working with "live" inventory data. You can also view orders and usage up to 12 months, set-up tiered levels of approval, and receive online usage and billing reports at your fingertips!
- **In-Store Purchasing Card**
This card links your "special pricing" power with Office Depot's 1,000+ retail stores across the country, so you receive the same great prices when you shop for urgent or after-hours orders.
- **One-Stop Shopping**
Office Depot offers next day delivery on over 30,000 items! We carry a broad assortment of toner/ink, furniture, classroom supplies, breakroom, janitorial, printing and promotional items. By having access to all of these products through one vendor, you can cut costs and help control your overall spend in these areas.

To set up an account with Office Depot.

- 1) Go to www.wels.net
- 2) Enter the jump word savings on the left side of the screen
- 3) Click on "Set up an Account".
- 4) Fill in the "Registration" form.
- 5) Click on "Submit Registration".

Please feel free to call me with any program questions. We look forward to working with you!

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