

# Contract Highlights

Contract# 170104  
Contract effective through 3/26/2020



## Pricing categories:

- **Core - 250+ Industry Top Items**  
designated by the "Best Value" icon on [business.officedepot.com](https://business.officedepot.com)
- **Priority Core List - An additional discount of between 3-5% on approximately 100 of the core list items.**  
For members with annual spend of \$75K and above in folded/rolled towels and chemicals.
- **Non-Core items** - priced with fixed discounts from manufacturers' published list prices.

## Rebates:

"Annual Spend" rebates are paid annually following the close of the calendar year. In the chart below, "Annual Spend" means the amount actually spent on purchases (excluding all technology items) by a member after the deduction of taxes, shipping costs, returns, discounts, credits, any incentives, rebates actually paid, employee purchases, postage, non-code/special orders, gift cards, warranties and delinquent payments. Minimum rebate issued is \$200.

Annual Spend	Annual Volume Rebate %
\$100,000 - \$1,000,000	0.5% of Annual Spend
\$1,000,001 - \$2,500,000	1% of Annual Spend
\$2,500,001 - \$4,000,000	1.5% of Annual Spend
\$4,000,001+	2% of Annual Spend

## Delivery:

Fast & FREE Delivery within our local delivery areas.

Orders outside our local delivery areas (including, but not limited to, Alaska, Hawaii and Puerto Rico) and most furniture, oversized, special order/rush items do not qualify. Non-qualifying orders incur a delivery charge (minimum charge of \$7.95). Other restrictions apply. Office Depot reserves the right to charge a \$50 MOV or a small order delivery fee. See [business.officedepot.com](https://business.officedepot.com), call 888.2.OFFICE or ask your Account Manager for details.



# Cleaning, Breakroom & Facilities solutions



# Cleaning & Facilities Products

From the breakroom to the boardroom, we've got a **complete portfolio of solutions and services** to help keep your space clean and kill germs ... and help keep sick days to a minimum.

In addition to name brands, we're proud to offer one of the **largest exclusive-brand** cleaning assortments in the industry. Our full line of **quality-tested** Highmark® cleaning products get the job done while providing the value you need.

Soaps & sanitizers



Cleaners & chemicals



Heavy-duty cleaning equipment & accessories



Tissues, towels, paper goods & towel dispenser installation services

Trash bags & receptacles



Batteries, hand carts, tools & other facility essentials



Matting & floor care equipment



First-aid kits, medical & safety items

# Breakroom Products

Choose from our **complete portfolio of solutions and services** for any size office to keep your breakroom and kitchen areas stocked up at all times. Our Account Managers collaborate with Solutions Experts and vendors to bring you **newer, more effective products** and offer fresh ideas to help you decrease costs.

Plus, we're proud to offer our exclusive brand of **quality-tested** Highmark® paper products and Executive Suite® coffees that are designed to meet or beat other national brands in price and overall features.

Hot beverages including coffee, tea & hot cocoa as well as brewing systems, installation & supplies



Full-service filtered water systems with annual filter changes, spring & sparkling water



Snacks including candies, cookies & healthy options



Cold beverages including sodas, iced tea, sports drinks & energy drinks

Cutlery, tableware & paper products including greener alternatives



Microwaves, toasters, refrigerators, blenders & other appliances



National service coverage for your equipment service needs

