

# New Business Solutions Account Setup Information

**Office DEPOT**

*Taking Care of Business*

## Instructions:

Please complete the form below, then fax to (509) 267-8193; or you can email this information to [Rob.Miller@officedepot.com](mailto:Rob.Miller@officedepot.com)

If you have any questions please feel free to call or email.

◆Phone: (509) 242-8560 ◆Fax: (509) 267-8193 ◆Email: [Rob.Miller@officedepot.com](mailto:Rob.Miller@officedepot.com)

Please click on “**D**elivering **W**inning **S**olutions **T**hat **I**nspire **W**orklife” below or please go to [www.DWSTIW.com](http://www.DWSTIW.com) to get useful account information, user manuals, forms, or view current savings events.

Business Name: \_\_\_\_\_  Main Office  Branch

## Purchasing Manager Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Shipping and Billing Information

**Bill To Address:** \_\_\_\_\_

\_\_\_\_\_

**Ship to Address:** \_\_\_\_\_

\_\_\_\_\_

Accounts Payable Name: \_\_\_\_\_ Accounts Payable Phone Number: \_\_\_\_\_

Billing Options:  Monthly Summary Bill  Bi-Weekly Invoicing  Weekly Invoicing  
 Daily Invoicing  My Credit Card

PO Required?  Yes  No Special Fields? \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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