

Quick Tips Reference Guide

Place Internet Orders at: <http://bsd.officedepot.com>

Login Name: tow and your 5-digit towPartners No.; i.e.: tow12345

Initial Password: welcome

Your Office Depot Account # is: **42972845**

Please note

If towPartners only has your PO Box on file, you have not been pre-registered to order via the Internet. You will need to fill out the registration form in order to be setup.

Your Office Depot *Customer Service Team* can be reached at...

Phone Number: **1-888-438-0102**

Hours: 7am-8pm EST

(Call this number for questions regarding products, for returns or to inquire on orders)

For *Promotional Items go to...*

Phone Number: **1-800-929-4977**

E-mail: <http://bsd.officedepot.com>, then click on Office Supplies...then Promotional Items

Your Office Depot *E-Commerce Support Team* can be reached at...

Phone Number: **1-800-269-6888**

Hours: 7am-8pm EST

(Call this number for technical issues with the site)

Your *towPartners Support Team* ...

Amber Smith can be contacted to discuss any questions pertaining to this program

Phone Number: **877-401-2345 option 2**

E-mail: amber.smith@towpartners.com

Miscellaneous Program Details:

- You can shop at any Office Depot retail location and use your credit card and receive the towPartners contracted price or the in-store price, whichever is lower. In order to register your credit card for in store use please fill out the registration form which can be found at www.towPartners.com, under the Member Savings Section, and faxed to (270) 518-0509.
- Orders less than \$50 will be charged a Small Order Handling Fee (currently \$7.95)