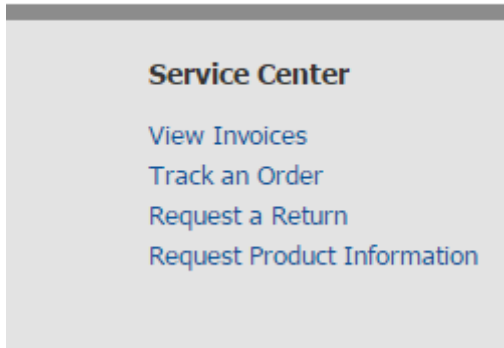


## HOW TO GET A COPY OF AN INVOICE:

Go to: [www.officemaxworkplace.com](http://www.officemaxworkplace.com) (You do not need to login)

Slide to bottom of page

Under Service Center, choose "request an invoice option".



Fill out required information and submit. Invoices will be sent to your email provided.

## View Invoices

### \*Required Information

First Name\*

Last Name\*

Phone Number\*

 Ext 

Account Number\*

PIN

Email Address

Ship To/Consignee Code

Submit