

- Setting up a login for Office Max

You can choose to have a set up be for credit card, or billing. (Invoice) You can have both options, however it will be required to have 2 login's set up. Please allow 5 business days for processing.

**Note: Please designate which option (or both) you would like upon sending information to your account manager.

- End of year planning

If you are sending an PURCHASE ORDER over to be processed for delivery, please allow 5 business days to process. Please indicate on your PO if this is for immediate delivery or a BPAfor undetermined delivery over a year.

**Note; please ensure you have billing on your account prior to sending your purchase order. Send purchase orders to your Account Manager

- In store discounts at Office Max retail outlets

Retail connect cards can be used in any Office Max or Office Depot retail locations.

Currently, the product assortment is better aligned to the State of Colorado contract in the Office Max outlets.

**Note: Some Office Max stores will need your Tax Exempt Certificate, even if validated in the past.