



FACILITIES AND CLEANING

WORKSPACE FACILITIES
by Office Depot®

OMNIA[®]
PARTNERS



CLEAN.
HEALTHY.
PRODUCTIVE.

Facilities Supplies
and Maintenance

Focused on your success

Everything you need to keep your facilities clean, right when you need it. That's the power of partnering with Office Depot®. It's easy to order supplies in the way that works best for you. Choose from flexible delivery options, including next day. You'll always know how much you're spending and be able to track product orders every step of the way. Plus your dedicated account team of cleaning specialists keeps you up to date on products, trends and cleaning procedures. Put Office Depot to work for you.





Why Office Depot®?

EASE OF ORDERING & DELIVERY

- Save time and money with customized shopping lists, comparison shop for lower-cost alternatives, and easily manage purchasing tools.
- View real-time inventory at your local warehouse with thousands of products available for next-business-day delivery. FREE delivery on qualifying orders of \$50 or more within our local delivery areas. See below for details.

WORLD-CLASS SUPPLY CHAIN

- Dedicated to delivering the supplies you need in a consistent, timely manner with a 99.1% customer fill rate.
- Delivery available to 97% of the U.S. the next business day, including Alaska, Hawaii and Puerto Rico.

DEDICATED ACCOUNT TEAM

- Through our assessment process, our experienced team can offer additional insights and procedures. In addition, we offer site evaluations to take a deeper look into your products and processes.

VISIBILITY & REPORTING

- Get full access to your purchase history and financial metrics across your organization with our state-of-the-art, real-time user dashboard.
- Achieve compliance through spend tracking, approval routing and reviewing purchase by category and location.

SINGLE-SOURCE SOLUTION

- Order by catalog, phone, online or mobile device.
- Consolidate orders for efficiency and convenience.



Free Delivery: Minimum purchase required after discounts and before taxes. Orders outside our local delivery area and most furniture, oversized, bulk items, cases of bottled water and other beverages and special-order items do not qualify. Non-qualifying orders incur a delivery charge (minimum charge of \$9.99). Many orders can be delivered next business day (between 8:30 a.m. and 5:00 p.m.) if placed online or via phone by 5:00 p.m. or via fax by 3:00 p.m. local time (in most locations). Other restrictions apply. See business.officedepot.com, call 888.2.OFFICE or ask your account manager for details.

Contact your account manager for details.



Reduce your inventory with big and small order deliveries, right when you need them.

Office Depot® is dedicated to delivering the supplies and solutions that your facility needs in a consistent, timely manner to help eliminate downtime and maximize productivity.

- Leverage our world-class supply chain capabilities
- Count on our high service levels and fill rates
- Stay on top of your facility spending
- Discover additional cost savings throughout your supply chain
- Consolidate your spending

Our product availability and integrated global logistics systems never stop working to deliver a perfect order-to-delivery experience for your facility.





Supply your facility
with what your business
needs most.

From the breakroom to the manufacturing line, tap our expertise to get cleaning products and solutions tailored to the specific procurement strategies of your business.

**START SAVING ON COMPETITIVELY
PRICED CLEANING SUPPLIES SUCH AS:**

- Soaps and sanitizers
- Cleaners and chemicals
- Commercial cleaning equipment and accessories
- Tissues, towels, paper goods and towel dispenser installation services
- Liners, trash bags and receptacles
- Matting and floor care equipment
- First-aid kits, medical and safety items
- Batteries, handcarts, tools and other facility essentials

**WE ALSO OFFER A FULL RANGE OF
SERVICES, INCLUDING:**

- **Machine maintenance.** Thanks to our extensive network of service partners, we can facilitate the maintenance of all your machines, including buffers, burnishers, and battery-powered and propane-powered equipment.
- **Free facility assessments.** With more than 15 years of industry expertise, our cleaning professionals can offer the best ways to optimize your space.



Contact your account manager for details.



Tap into the top national brands, including one of the largest exclusive-brand cleaning assortments in the industry.

Select supplies from leading brands you trust like Kimberly-Clark®, GOJO® and many more. We also offer a full line of quality-tested Highmark® cleaning and breakroom products designed to meet or exceed national brands in price and performance.

- Cleaning products
- Towels and tissues
- Liners and wastebaskets
- Soaps and sanitizers

DID YOU KNOW?

Most Highmark cleaning products are nontoxic, free of synthetic dyes and have earned the U.S. EPA's Safer Choice label.* In addition, Highmark hand sanitizers kill 99.99% of germs on contact.



Shop the full selection of Highmark products at business.officedepot.com/highmark

* EPA/Safer Choice recognition does not constitute endorsement of this product. The Safer Choice label signifies that the formula for this product, as Highmark has represented it to the EPA, contains ingredients with more positive health and environmental characteristics than conventional products. EPA/Safer Choice relies solely on Highmark, its integrity and good faith for information on the composition, ingredients and attributes of this product. EPA/Safer Choice has not independently identified (i.e., via chemical analysis) the ingredients in the product formula nor evaluated any of Highmark's noningredient claims. EPA/Safer Choice provides its evaluation only as to the environmental and human health characteristics of the product, based on currently available information and scientific understanding.



All the facility solutions you need, when you need them.

As one of the largest North American distributors of facility solutions, Office Depot® can provide the supplies, solutions, service and support your business needs most.

- We ship to more than one million global locations.
- We have one of the highest fill rates in the industry — a 99.1% average.
- We have 13 U.S. distribution centers, 7 Canadian fulfillment centers and 40+ warehouses across the U.S.

READY TO SHIP PROGRAM 

While we stock thousands of cleaning and breakroom products, we stock 1,500 essential items that facilities need most at local distribution centers throughout the nation. These products typically get shipped out the same day — Monday through Friday — for delivery the next business day (if ordered by 5:00 p.m. local time). Visit business.officedepot.com/readytoship.

WATER AND COFFEE SERVICES

Office Depot can even help you save time, money and effort with our full-service water and hot beverage service — including 80 varieties of coffee, brewers, bottled water, full-service water systems and accessories.

With Office Depot Subscription Services, we'll help ensure that you never run out of the water and coffee supplies you need most.



Contact your account manager for details.



For more information, contact your Account Manager.