

Office Depot Damaged/Defective Item Return Procedure

1. Locate your 8-digit customer number and item number, both found on your packing list; see example below.
2. Call Office Depot Business Customer Service: **888.263.3423**. Do *not* call the Office Depot Account Manager.
3. Provide your customer number, item number affected and explain the issue.
4. Write down your confirmation number provided by the customer service agent.
5. Re-package your item in the original shipping material it came in and keep available to exchange.
6. Delivery driver will exchange the replacement item with the damaged item.

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Office DEPOT *** PACKING LIST ***

OFFICE DEPOT
1-800-GO-DEPOT
2925 W. CORPORATE LAKES BLVD.
WESTON FL 33331

Order Number 999999

Order Summary

Shipping Address
00002
PALM BEACH STATE COLLEGE
4200 CONGRESS AVE
LAKE WORTH FL 33461-4705

Customer Information
Customer#: 12345678
Contact: John Doe
Phone#: 561-888-9999

Carton Counts
Repack / Split Case 1
Full Case 1
Bulk 0
Total 2

Additional Information
PC 2016 00099999
EMPL E009999
BLDG PS/00100
Route/Stop/Door: 0214/000/001
Order Date: 01-Dec-2015
Delivery Date: 02-Dec-2015

Item Details						
Line	Quantity			Item Number Mfr Code Customer Code	Description	Units Carton ID
	Ordered	Shipped	Back Ordered			
1	1	1	0	989968 CM20260016	DESKPAD MNTH.FORAY.22X17.RY16	EACH 44846401
2	2	2	0	615256 PM112816	CALENDAR.MTH.3MTH.AAG.12X27.WH	EACH 44851601
3	1	1	0	738191 OD5H04	ORGANIZER.HORIZ.STIER,LTR,BLK	EACH 44846401