

## Quick Tips Reference Guide

Place Internet Orders at: [www.twopartners.com/officedepot](http://www.twopartners.com/officedepot)  
Your Office Depot Account # is: [42972845](#)

---

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

**Phone Number:** [1-888-438-0102](tel: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:**

**Phone Number:** [1-800-929-4977](tel:1-800-929-4977)

Visit [www.twopartners.com/officedepot](http://www.twopartners.com/officedepot) click on Office Supplies, then Promotional Items.

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

**Phone Number:** [1-800-269-6888](tel:1-800-269-6888)

**Hours:** 7am-8pm EST

(Call this number for technical issues with the site)

Your **twoPartners Support Team** can be reached at:

**Phone Number:** [877-401-2345](tel:877-401-2345)

**E-mail:** [members@twopartners.com](mailto:members@twopartners.com)

---

### **Miscellaneous Program Details:**

- You can shop at any Office Depot retail locations and use your credit card and receive the twoPartners 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.twoPartners.com](http://www.twoPartners.com), under the Member Savings Section and faxed to (270) 518-0509 or simply register online at [www.twopartners.com/officedepot](http://www.twopartners.com/officedepot).
- Orders less than \$50 will be charged a Small Order Handling Fee.