



Dear Parents:

**Help your child's school receive credits for FREE Supplies!**

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Office Depot is Taking Care of Education by helping to provide the essential tools and supplies that students need to be successful in the classroom, plus programs and services that benefit our local schools and teachers.

Each time you purchase qualifying school supplies at our Office Depot retail stores, Office Depot will donate 5% of your purchase to the school of your choice. \*

**How does the school receive the 5% credit?**

- From January 1 through December 31, every time you buy qualifying schools supplies at an Office Depot retail store and provide your school's **5% Back to Schools ID** number at the time of purchase, your school can receive a credit of 5% of the qualifying purchases to use for **FREE SUPPLIES**.
- Each quarter, Office Depot will tally the qualifying purchases made using each school's 5% Back to Schools ID.
- 5% of the qualifying purchases will be offered in credits the school can use for **FREE SUPPLIES!** For example: If a school ID is used in \$10,000 of qualifying purchases, that school will receive a \$500 credit!

Each school has a unique 5% Back to Schools Program ID --- the Office Depot cashier can provide it for you at the point of purchase. Or, if you are placing an order via the website or call center, you can designate a school through a few simple steps.

Please take a moment out of your busy day to share this exciting news throughout your workplace.

We are proud to sponsor such programs designed to benefit our children and the schools they attend.

\*5% of qualifying student school supply purchases will be offered to participating schools quarterly in the form of an Office Depot Merchandise Card (computers, technology items, furniture items and accessories, some bulk packaged products, ink & toner cartridges and Gift Cards are not qualifying purchases). Credits are not available to schools with less than \$10 in tallied credits per quarter. Unaccepted/declined credits are void. Limited to Pre-K-12th grade. Other restrictions apply, visit your local Office Depot for details.

Questions?? Feel free to contact us at **1-800-GO-DEPOT**

**School ID No. 70053423**