



Dear TVMA Member:

Greetings! My name is Patty Cleveland, and I am an Account Manager with Office Depot Business Solutions Division. I am very pleased to announce that TVMA has chosen Office Depot as the endorsed vendor for office supplies for TVMA members. Together we have designed a program that will allow you to purchase office supplies in the most convenient, efficient and cost effective way possible, while taking advantage of specially negotiated TVMA member discounts.

Included in this packet you should find the following:

1. A Complete Program Description
2. Enrollment Form
3. Contact Information

Once you have reviewed this material, it should be clear how easy this program is, and what a great value it is for your practice. If you would like to join simply complete the enrollment form and e-mail it to me. If you would like more information, please feel free to call or email me directly. Your complete satisfaction is our number one priority! You can reach me at (512) 837-8999 ext 108 or by email at patty.cleveland@officedepot.com.

Again, I look forward to building a lasting relationship between Office Depot and the members of the Texas Veterinary Medical Association. Please contact me if I can be of assistance in any way.

Best Regards,

Patty Cleveland
Account Manager
Office Depot Business Services



TVMA Member Program Here's How It Works:

Product:

Upon receipt of the enrollment form, each TVMA member can request an Office Depot BSD Catalog. This catalog contains over 14,000 items. In addition to office supplies, we stock many other products for your convenience. Product categories include office furniture; break room and cleaning supplies.

Pricing:

In the catalog, you will find a List Price and an Office Depot Price. TVMA members will receive, on average, a 10 % discount off the already low Office Depot price. * This brings your total discount to 20 to 85 percent off Manufacturer's List Price, depending on the item. In addition, as an endorsed program, Office Depot supports your Association; the more you participate, the greater the amount generated for TVMA.

Delivery:

Free next-day delivery is available for orders over \$50 dollars and placed before 4:00PM. For members located outside of Office Depot's delivery area, UPS charges may apply. Some deliveries may take 3-5days. If you have any questions regarding delivery, please feel free to contact me at patty.cleveland@officedepot.com

Billing:

All billing for the TVMA supply program will be charged to a credit card provided by the TVMA member. This will keep your charges private and secure, while allowing you to receive the special member discounts.

Ordering Options:

As a participant of the TVMA Program, you have several options available when you order your office supplies. You may call, fax or order online. Our online site is a secure-payment website and is customized for TVMA members. You may also shop in the Office Depot retail stores and receive your discount on selected items**

To take advantage of your TVMA-member discount in the retail outlets, you must provide a credit card number on the enclosed enrollment form. There is also a URL web link off the intranet to register your card. The credit card account you designate for the Office Depot supply program may be from any bank of your choice; it is only used to link your practice to the special TVMA-member discounted prices at our retail stores. Your card number will be linked to the TVMA account. Anytime that card is scanned in an Office Depot store, you will be recognized as a participating member of the TVMA Program, and your discount will be applied to your purchase.

Summary:

To receive your discount on your Office Depot purchases, please complete the enclosed enrollment form and return it via e-mail or you can fax at (512)837-1221

You will then be sent a catalog number, contact information, ordering procedures, and verification of your account information.

CONTACT INFORMATION

ATTENTION: Patty Cleveland

Phone (512) 837-8999 x 108

FAX (512) 837-1221

Patty.Cleveland@officedepot.com

* 10%-percent discount may not apply on some items such as software and technology products

** When shopping in the retail stores, you will receive the TVMA member discount or store sale price, whichever is lower. Discount can not be combined with other programs (ex: Rewards program)



Ready to Start Ordering?

Please check this box if you would like to order online!

First Name: _____

Last Name: _____

Member's Name: _____

Shipping Address: _____

Bldg / Suite: _____

City: _____ Zip: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Credit Card(s) #: _____ (No Exp. Date)

Name as it Appears on Card: _____

Signature: _____

Please e-mail the above information to me or you can fax:

ATTENTION: Patty Cleveland
Phone (512) 837-8999 x 108
Patty.Cleveland@officedepot.com

