



Evangelical Lutheran Church in America
ELCAvantage Program for Office Supplies

REQUEST TO SET UP ACCOUNT

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Contact: _____ Title: _____

Phone: _____ Fax: _____

Secondary Contact: _____ Title: _____

Phone: _____ Fax: _____

No. of staff who use supplies: _____ Average monthly \$ spent on supplies: \$ _____

We will be placing orders via the Office Depot BSD Internet Ordering System. The following people will do our Internet Ordering. **Please include name and e-mail address (required):**

1) _____ E-mail: _____

2) _____ E-mail: _____

Current Office Supply Company: _____

Our primary reason to change suppliers: _____

Comments: _____

NOTE: Please allow ODBSD up to two weeks to set up your account and deliver catalogs and other information to you. If your organization is tax-exempt, please fax a copy of your certificate along with this form. Thank you!

Fax back to Warren Gray at 630/653-2595
E-Mail Address: wgray@officedepot.com
ODBSD Web Site: <http://bsd.officedepot.com>