Please read the below announcement from Office Depot’s delivery service.

Beginning on August 1, 2011 you will begin receiving some orders in a new greener way! Some orders will be brought to your location in a reusable plastic tote and left at your site in a sealed paper bag. These will primarily be for orders that are under 20 lbs.

The goal of GreenerOffice™ Delivery Service is to reduce the environmental impact of Office Depot deliveries and to respond to customer interest in saving resources and reducing waste. The program aligns to our global commitment to “increasingly buy green, be green, and sell green” which is described in detail at officedepot.com/environment.

Frequently Asked Questions:

1. **What’s in it for me?**
   Customers will receive their Office Depot orders in a package that is convenient and easy to carry and open. Additionally, the bags can be generally re-used or recycled more easily than boxes.

2. **Why don’t all my shipments come in a bag?**
   Some items can be shipped in their original vendor cartons and do not require repackaging. Other items are just too big to be delivered in a bag.

3. **What are the environmental benefits of switching to paper bags?**
   Office Depot has used millions of cardboard boxes and tens of millions of plastic air pillows every year for the last number of years. A significantly greater amount of wood is used in the production of corrugated boxes than what is used in the production of paper bags. For orders delivered in bags, we hope to substantially reduce the number of boxes used for deliveries reduce the use of air pillows.

4. **Does your paper bag contain any recycled content?**
   For our pilot program, we will use a standard paper bag that contains 15% total recycled content. When the program is rolled out nationwide, we will replace this with a special order bag that contains a higher percentage of recycled as well as post-consumer recycled content.

5. **Which items are eligible for GreenerOffice Delivery Service?**
   The bags will hold a total of 20 pounds and are approximately 14” x 9.5” x 16.25”. Any items that will fit in this bag and that are shipped from Office Depot warehouses are eligible.

6. **What size are the bags?**
   All items that fit will be delivered in a 14 x 9.5 x 16.25 inch bag, which have handles and adhesive closures.

Please feel free to contact Kelly Knetzer at Kelly.knetzer@officedepot.com or 877-353-9100 x4104 with any questions or feedback on this new program.