

**Office
DEPOT®**



THE GREENER PURCHASING PROGRAM

A useful set of tools to help you save time and money while reducing your environmental footprint

Exclusively for Office Depot customers

CLICK business.officedepot.com/greeneroffice
CALL 888-2-OFFICE (888-263-3423)
COME BY stores.officedepot.com

Dear Office Depot® customer or potential customer,

If you're interested in buying greener but aren't sure how to start, we've designed The Greener Purchasing Program for you. It has five main steps and a series of tools to help you save time and money while reducing your environmental footprint. Each tool in this guide was created by Office Depot to solve a specific customer need. Now, we've pulled them together in this step-by-step program to bring a new methodology to your greener purchasing efforts. We hope you find it valuable.

Step 1: ANALYZE your spend

Green Business Review.....	Page i3
Green Suite.....	Page i4
LEED Certification Reporting	Page i5
Custom Green Spend Reports.....	Page i5

Step 2: DEFINE your priorities and policies

Greener Purchasing Priorities & Shades of Green	Page i6-i7
Sample Greener Purchasing Policies.....	Page i8-i9

Step 3: SWITCH to greener options

Greener Options Tools	Page i10
End User Education & Engagement	Page i11
The Green Book® Digital Catalog.....	Page i12
GreenerOffice™ Website	Page i13

Step 4: MEASURE your results

Environmental Benefits of Greener Purchases	Page i14
Environmental Benefits of Greener Practices.....	Page i15

Step 5: RECOGNIZE leadership

Leadership in Greener Purchasing Awards.....	Page i16
--	----------

Following the program above can not only support your success in greener purchasing efforts, but may also make you eligible for a Leadership in Greener Purchasing Award from Office Depot. As described on the back cover of this guide, we recognize a small number of green customers who show leadership in greener purchasing at a special awards ceremony. We hope to present one to you in the future.

Thank you for your interest and efforts towards greener purchasing and your loyalty to Office Depot.



Molly Ray, LEED GA
Sustainability Strategy,
Office Depot

Green Business Review

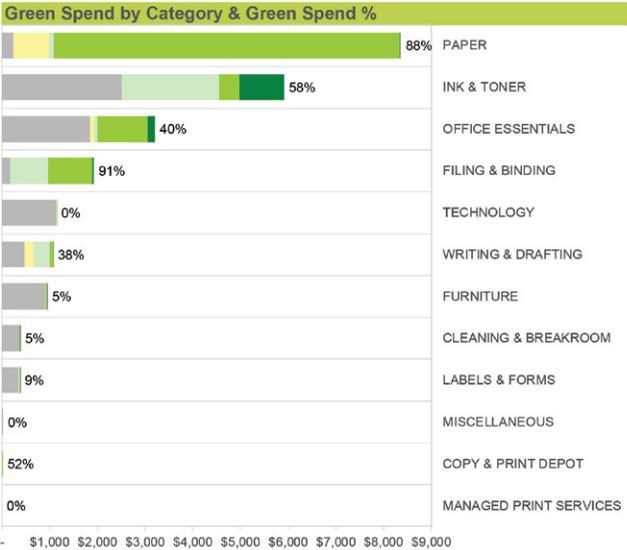
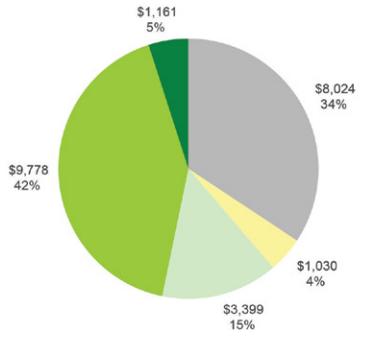
Evaluate your green spend at a glance

The first place to start on your greener purchasing journey is with the Green Business Review (GBR). This report, exclusive for Office Depot customers gives you a thorough summary of your green purchasing by visually depicting your spend based on the Office Depot® GreenerOffice™ rating system. Using this system, we have rated thousands of products, as defined on pages 6-7.

The GBR has been optimized to help you easily identify opportunities to increase your green purchases that are important to your organization’s goals. Complimentary reports are available on a quarterly basis to Office Depot contract customers, which will help you set a baseline and track greener purchasing over time. Contract customers with a minimum of 3 months of purchases may request a GBR from their Account Representative.

GREEN SPEND BY OFFICE DEPOT ECO-RATING

Green Spend		
Total Green Spend (Light to Dark)	\$14,338	61%
Mid to Dark Green Spend	\$10,939	47%
Dark Green Spend	\$1,161	5%
Total Spend	\$23,393	100%



Note: Office Depot has a Green Attribute Database (GAD) in which we capture vendor claims on the eco-attributes and eco-labels associated with their products. Based on these claims, on which our reporting is 100% reliant, we apply our GreenerOffice™ Eco-rating system to rate items as: Not Green, Meets Norms, Light Green, Mid Green or Dark Green, based on the type and level of eco-attributes and eco-labels. More details are available on request. Spend is sales net of returns.

Legend: Not Green (grey), Meets Norms (yellow), Light Green (light green), Mid Green (medium green), Dark Green (dark green)



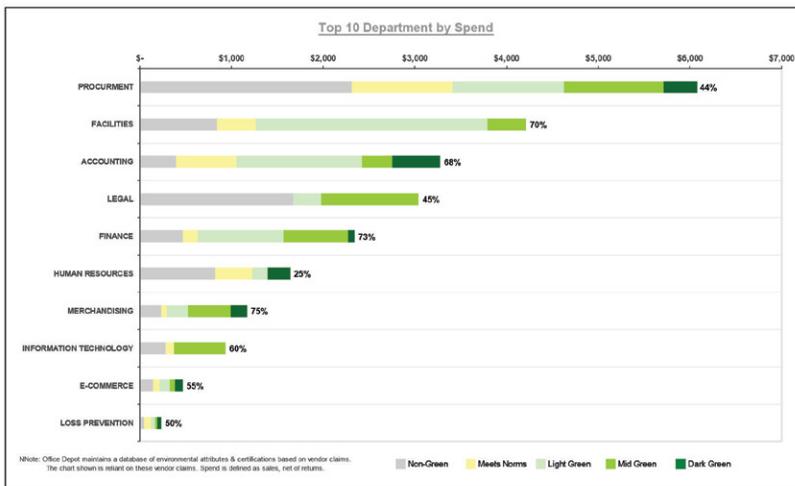
ANALYZE your spend

Green Suite

Evaluate your green spend in detail

The Green Suite will provide the next level of detail in green reporting. In addition to the GBR overall green spend breakdown, the Green Suite takes a deeper dive and presents product department spend detail by eco-rating. We then take it to another level with the ability to break down your spend in a customer specific manner. For example, individual purchasers may be evaluated, or data may be combined at the departmental or building/location level.

Finally, greener options are presented as an opportunity to enhance your eco-conscious purchasing, along with a forecast of these impacts on your spend with the adoption of these choices. This program has been successfully used by many of our customers to educate their associates and drive compliance with company environmental purchasing program (EPP) goals. We look forward to working with you and helping you accomplish your sustainability metrics.



Product Category	Sales	Not Green	Meets Norms	Light Green	Mid Green	Dark Green	Green %	Recycled %	Other Eco %
	\$ 23,393	\$ 8,024	\$ 1,030	\$ 3,399	\$ 9,778	\$ 1,161	61%	54%	8%
		34%	5%	14%	42%	5%			
COPY PAPER	\$ 8,121	\$ 6	\$ 741	\$ 97	\$ 7,252	\$ 25	91%	90%	1%
TONERS/OTHER IMAGING	\$ 5,614	\$ 2,272	\$ -	\$ 2,042	\$ 360	\$ 940	60%	37%	23%
FILING	\$ 1,354	\$ 60	\$ -	\$ 694	\$ 580	\$ 20	96%	96%	0%
OFFICE ESSENTIALS	\$ 1,259	\$ 1,181	\$ 20	\$ 1	\$ 56	\$ -	5%	4%	2%
WRITING	\$ 1,073	\$ 469	\$ 196	\$ 337	\$ 71	\$ 1	38%	6%	33%
DATED AND FORMS	\$ 1,062	\$ 339	\$ 61	\$ 6	\$ 642	\$ 13	62%	62%	1%
BUSINESS MACHINES	\$ 887	\$ 882	\$ -	\$ 5	\$ 0	\$ -	1%	0%	0%
PC ACCESSORIES	\$ 647	\$ 638	\$ 3	\$ 5	\$ 1	\$ -	1%	1%	0%
BINDERS	\$ 572	\$ 110	\$ -	\$ 113	\$ 342	\$ 8	81%	81%	0%
STORAGE	\$ 491	\$ 75	\$ -	\$ -	\$ 280	\$ 136	85%	85%	0%
LABELS	\$ 382	\$ 348	\$ -	\$ 32	\$ 1	\$ 2	9%	1%	8%
CLEAN/PERSONAL CARE	\$ 358	\$ 340	\$ -	\$ 2	\$ 11	\$ 5	5%	3%	2%
INKJET CARTRIDGES	\$ 298	\$ 237	\$ -	\$ 6	\$ 56	\$ -	21%	14%	7%
GENERAL OFFICE PAPER	\$ 233	\$ 228	\$ -	\$ 2	\$ 3	\$ -	2%	2%	0%



Roger Howell, LEED GA
Senior Analyst, Sustainability

“ I help create the Greener Purchasers Report and enjoy providing customers with the level of detail that makes spend analysis actionable - this report can be very revealing and helps internal green advocates focus on who can make the biggest difference. ”

LEED Certification Reporting

A simple way to report purchases for LEED-EB certification

Office DEPOT

LEED for Existing Buildings: Operations & Maintenance - Credit Tool

© Copyright Office Depot 2009. No associated copying or distribution. *NOTE: Credit Tool is only screen of all office supply purchases for the performance period as purchased from Office Depot.

Sustainable Purchasing: Ongoing Consumables Credit Materials & Resources (SM) 1.1-1.3

Name of Organization: **Sample Company** Performance Period: **April - June 2009**
 Building Address: **100 Main Street, Phoenix, AZ** Ship to Number: **0101001**

Total cost of ongoing consumables: **\$66,728** A.) Green purchases of consumables (weighted value) represents the following % of total ongoing consumable purchases: *Points: 1pt for 40%-59%, 2pts for 60%-79%, 3pts for 80%-99%, 4pts for 100% (2009 registered) Points: 1pt for 40%-59%, 2pts for 60%-79%, 3pts for 80%-99%, 4pts for 100% (2008 registered)

Total green purchases value as purchased: **\$32,467** B.) Percent by value of product manufacturer' or supplier' documentation that verifies product compliance with the specified green criteria: **2 pts***

Total green purchases weighted value: **\$43,346** Purchases meet minimum 20% documentation requirement = **Yes**

Item Information		Calculating Total Value			Green Qualities								
Item Code	Item Purchased	Qty	Cost per unit	Total Value	Green (Y/N)	% of Green Costs	PCR (Y/N)	PCR (or x) %	Rapidly Renew. (Y/N)	Regional (x) %	FSC (x) %	Recycled (x) %	Green Weighted Value
94000	OFFICE DEPOT GREEN PAPER	350	\$30	\$10,500	Y	27.3%	20%						\$2,835
15000	TOMBILLA BRIGHT PAPER/BLACK	16	\$259	\$4,144	Y	7.3%	20%						\$2,295
94002	PAPER/COMPUTER/18X24/50LB	48	\$33	\$1,584	N								
90230	CARTRIDGE/HP/LASER/9500	11	\$132	\$1,452	Y	4.5%	20%						\$1,452
25200	CARTON/DELL/350W/NET KNOB/BLACK	7	\$187	\$1,309	Y	4.8%	20%						\$1,309

If a building or campus in your organization is pursuing Leadership in Energy and Environmental Design for Existing Buildings (LEED-EBOM version 2009 or v4), this report will help. It tracks spending that complies with US Green Building Council (USGBC) definitions of green for office supplies, furniture, technology, and cleaning products. Throughout the defined 'performance period', if all eligible products are purchased from Office Depot, your Account Representative can provide a report for your defined 'performance period,' showing which product purchases earn points for LEED-EB. Our report can then be submitted to USGBC, helping avoid hours or days of manual data entry.

Custom Green Spend Reports

Personalized reports uniquely suited for your organization

Since many organizations want to analyze their green spend according to their own definitions, we have created many custom green spend reports. If you have unique green spend analysis needs, we may be able to help, limited only by the product-level environmental data we maintain. For example, we've helped federal agencies track compliance with EPA Comprehensive Procurement Guidelines (epa.gov/cpg) and universities track paper spend in line with AASHE STARS specifications (stars.aashe.org). Contact your Account Representative to explore your options.

SAMPLE AGENCY CPG & EPP COMPLIANCE REPORT

Products Purchased	Total Spend	CPG Compliant	Environmentally Preferred (EPEAT or Bio-based)	Estimated % CPG/EPP Compliant
Tissue Products	\$51,997	\$35,678	\$ -	69%
Toner & Ink	\$821,100	\$456,786	\$ -	56%
Janitorial Products	\$23,056	\$1,048	\$45	5%
Paper (Cut Sheet)	\$648,531	\$477,449	\$ -	74%
Office Supplies	\$800,399	\$183,096	\$23,387	26%
Other Purchases	\$97,386	\$3,013	\$48,727	53%
Not CPG/EPP Category or Unknown	\$1,103,273	\$ -	\$ -	0%
Total Estimated CPG/EPP Compliant	\$3,545,741	\$1,157,070	\$72,160	35%

SAMPLE AASHE STARS PAPER REPORTING TEMPLATE

Percentage of Post-Consumer Recycled, Agricultural Residue, and/or FSC Certified Content	Point Value per Level	Multiply	Expenditures on Specified Level of Post-Consumer Recycled, Agricultural Residue, and/or FSC Certified Content Office Paper	Divide	Total Expenditures on Office Paper	Equals	Points
10-29	0.15	x	_____	+	_____	=	_____
30-49	0.3		_____		_____		
50-69	0.45		_____		_____		
70-89 (or FSC Mix label)	0.6		_____		_____		
90-100 (or FSC Recycled label)	0.75		_____		_____		
Total Points							



DEFINE your priorities & policies

Greener Purchasing Priorities & Shades of Green

Decide the categories or impacts you want to address

After analyzing your spend, it's important to define your purchasing priorities. You can focus on specific product categories, specific economic goals, or particular environmental issues.

The images below explain the GreenerOffice™ 'shades of green' product rating system (eco-ratings) as well as the Office Depot product definitions of 'not green', 'meets industry norms', 'light green', 'mid green' and 'dark green' in various product categories.

Example eco-ratings for greener paper



Example eco-ratings for greener toner



DEFINE your priorities & policies

Example eco-ratings for greener pens



Example eco-ratings for greener lighting



Example eco-ratings for greener drinkware



DEFINE your priorities & policies

Sample Greener Purchasing Policies – Office Supplies

Templates to build on as you write your own

Once you've defined your priorities, it's best to formalize your approach by writing purchasing policies to clarify what your buyers should look for when making purchasing decisions. The best-written policies clearly communicate what is expected, by whom and by when.

This sample policy is for office supplies:

Scope:

Our greener purchasing policy for office supplies covers: copy paper; filing, storage & binding; envelopes, labels & mailing; desk accessories; writing; dated goods; ink & toner cartridges and batteries.

Environmental Specifications:

Buyers are encouraged to buy greener office supplies that meet one or more of these specifications:

- Minimum 30% postconsumer recycled copy paper
- Minimum 10% postconsumer recycled and/or 20% total recycled content for other paper products
- Minimum 30% plant-based materials such as sugarcane bagasse or agricultural residues
- Virgin paper products with fiber from FSC certified responsibly managed forests
- Remanufactured ink and toner cartridges
- Refillable writing instruments and refills
- Rechargeable batteries

Metric:

Spend on policy-compliant office supplies / Spend on all office supplies in scope

Goals & Timelines:

A 50% policy-compliant office supplies spend by end of 2016, 90% by end of 2020

Responsible Parties:

Administrative Assistants, Managers

Procedures:

1. First look in The Green Book® catalog to find our greenest options
2. Then visit business.officedepot.com to find more greener choices
3. Create and use custom green shopping lists
4. Track total spend and greener spend across all office supplies in scope
5. Message and recognize policy compliance with responsible parties



Sample Greener Purchasing Policies – Cleaning Supplies

Templates to build on as you write your own

Office Depot has a number of sample greener purchasing policies available to you that were originally written to support our LEED for Existing Buildings certification at our global headquarters. Please feel free to adapt them in any way (such as to include the Office Depot eco-ratings) for your organization.

This sample policy is for cleaning supplies:

Scope:

Our greener purchasing policy for cleaning products covers all cleaning chemicals as well as trash bags, paper towels and tissues.

Environmental Specifications:

Buyers are encouraged to buy greener cleaning products that meet one or more of these specifications:

- Green Seal certified
- EcoLogo certified
- Safer Choice certified
- Cradle to Cradle certified
- Minimum 10% postconsumer recycled content and/or 20% total recycled content paper products

Metric:

Spend on policy-compliant cleaning products / Spend on all cleaning products in scope

Goals & Timelines:

50% policy-compliant cleaning products spend by the end of 2016, 90% by the end of 2020

Responsible Parties:

Cleaning and janitorial products buyers, facilities managers, administrative assistants

Procedures:

1. When buying cleaning products on contract, discuss the specifications above with the account representative
2. When releasing a cleaning products RFP (Request for Proposal), list the above specifications
3. When buying cleaning products at business.officedepot.com, seek the specifications above
4. Ensure total spend on all cleaning products and greener cleaning products is tracked
5. Message and recognize policy compliance with responsible parties



SWITCH to greener options

Greener Options Tools

Helpful ways to promote greener purchasing

If you've analyzed your spend, defined your priorities and are ready to switch to greener products, Office Depot can help with the following greener options tools.

Green Select Cart

This optional functionality allows greener product options which are presented as suggestions when a buyer is shopping on an Office Depot website and logged in as a contract customer. Shoppers have the option to choose the greener product or continue to purchase the existing item in their shopping cart. Pricing for the greener option is always shown to support your greener purchasing strategy.

Here are the Greener Options for the item you selected:

You requested this item

CURRENT ITEM



Hammermill® Copy Plus MP Paper, Letter Size Paper, 20 Lb., 500 Sheets Per Ream, Case Of 10 Reams
Item # 347009

10 reams

Your Price: **\$53.99** /case
Qty: 1

But this item is eco-preferable

GREENER ALTERNATIVE



Office Depot® Brand EnviroCopy® 30 Paper, Letter Size Paper, 20 Lb., 30% Recycled, FSC Certified, 500 Sheets Per Ream, Case Of 10 Reams
Item # 940650

10 reams

Your Price: **\$51.99** /case
 Choose this item.

Product Substitution

For a specific list of items, product substitution ensures greener items are delivered even if non-green items are ordered by your buyers. We work with you to identify the specific items you don't want, and the replacements you've selected. An important reminder when utilizing Product Substitution is to communicate the program to all your buyers so that they are aware they will receive a substituted product or products when ordered.



Office Depot® Brand Copy & Print Paper
348037



Office Depot® Brand EnviroCopy® 30 Paper
30% Recycled,
FSC Certified Paper
940650

Greener Options Report

This report allows you to see the most commonly purchased products that currently have greener options.

You'll be able to review historical purchases to compare the price of each greener option to the current item purchased and learn how greener buying decisions may increase or decrease your costs overall. This report requires a minimum of 3 months of purchases.

Current SKU	Current Shade of Green	Current Price	Greener Option SKU	Shade of Green for Option	Price for Greener Option
Commonly Purchased Toner	Not Green	\$100	Remanufactured Toner	Dark Green	\$90
Commonly Purchased Paper	Meets Industry Norm	\$35	30% Recycled Paper	Mid Green	\$37
Commonly Purchased Cleaner	Not Green	\$7.50	GreenSeal Certified Cleaner	Mid Green	\$7.25

End User Education & Engagement

Ways to teach and promote greener purchasing

People can be particular about office products. When you switch to greener options, it's a good idea to educate and engage purchasers about your strategy and program. This can be achieved by sharing samples of greener products, hosting workshops or providing useful links and web-based information.

To learn how to use more effective eco-conscious products, learn about greener purchasing strategies, and learn about Office Depot's environmental journey, we encourage you to explore solutions using the weblink below:

business.officedepot.com/sustainabilitysolutions

<p>Gear Up for Green Get customized environmental solutions that work for your business</p> <p>Whether you're a school, government agency or business looking to go greener, we have effective environmental solutions to help you achieve your goal. Just think of us as your green solutions partner—here to help you every step of the way along your environmental journey.</p>  <p>Effective Eco-conscious Products Access an array of solutions to help you go greener. Learn More</p> <p>Learn to Make a Positive Impact Discover the greener strategies being used by others. Learn More</p>  <p>Browse Our Greener Products Find thousands of quality items with eco-labels & eco-attributes. Log In to Shop</p> <p>See Our Environmental Journey Check out how far we've come on the path to environmental sustainability. Learn More</p>	<p>When greening your office, there's more than just office supplies</p> <p>You can go beyond office supplies, paper and toner when greening your workplace. Consider greener cleaning, furniture, lighting and custom printing, all with their own options and benefits.</p>  <p>Greener Cleaning Products Promote a healthier workspace using products with less harsh chemicals. Log in to Shop</p>  <p>Greener Furniture Choose furniture made with recycled or eco-conscious materials and low VOC chemicals. Log in to Shop</p>  <p>Greener Lighting Find energy-efficient lights that save you money while reducing your carbon footprint. Log in to Shop</p>  <p>Greener Custom Printing Discover eco-conscious promotional products and stamps you can customize for your needs. Log in to Shop</p>	<p>Unique Environmental Solutions</p> <p>From the Greener Purchasing Program by Office Depot® and GreenerOffice™ web store to greener delivery & recycling solutions, we can help you achieve your environmental goals.</p>  <p>The Greener Purchasing Program Rely on a step-by-step guide to buying greener at work. DOWNLOAD</p>  <p>GreenerOffice™ Web Store We offer more than 13,000 products with eco-attributes/eco-labels. LOGIN TO SHOP</p>  <p>GreenerOffice™ Delivery Service Replace cardboard boxes with recyclable paper bags. LEARN MORE</p>  <p>Greener Options Beyond Office Supplies Find greener cleaning, furniture, printing and lighting. LEARN MORE</p>
---	---	--

You can also watch our customer case studies and learn how we've helped other companies succeed in reaching their sustainable purchasing goals.

Videos

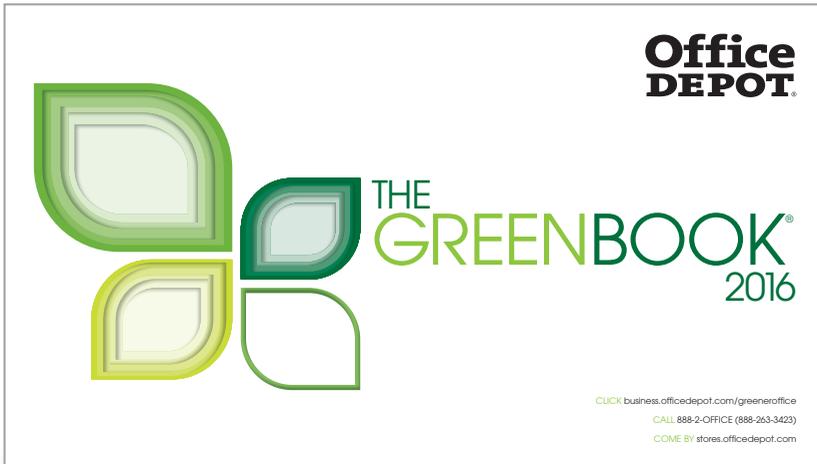
 <p>MCCC excels at greener purchasing</p>	 <p>Pizza Fusion greens all their supply chains</p>	 <p>3M LED Bulbs Rick Howard President, Global Purchasing & Procurement at SKLAR</p> <p>SKLAR saves over \$200,000 with LEDs</p>	 <p>Maryland Stadium Authority tracks greener spend</p>
---	---	---	--

SWITCH to greener options

The Green Book® Digital Catalog

Our exclusive digital catalog that enhances your shopping experience

Making greener choices is much easier with The Green Book® from Office Depot, which showcases a visual journey of product solutions for every space in your office. Whether a breakroom, boardroom or cubicle space, we've got an assortment to fit every need and style.



Office Depot's digital version of The Green Book is designed to educate customers and promote the wide range of eco-conscious products we offer. The Green Book is an interactive experience that customers can view on all their devices including cell phones and tablets. The navigating experience is simple and intuitive, with full support for familiar touchscreen gestures such as pinch-to-zoom and swiping between pages.

The Green Book begins with an overview of Office Depot's Shades of Green Eco-Rating system followed by a summary of the eco-labels and eco-attribute icons for saving resources, saving energy, and using safer chemicals.

The heart of The Green Book features a diverse set of eco-conscious products and their associated shade of green and certifications, presented in their native office environments. Customers can click on each product to read Features & Benefits and see color-coded green ratings, eco-attributes and eco-labels with their respective explanations. No need to flip back and forth between product pages and an icon reference!

As customers browse the diverse product selections they can view videos and see other related content along the way. Sharing The Green Book experience with their colleagues is encouraged through an icon in the built-in toolbar that allows users to create an email or post a link to Facebook or other social media channels.

“

I helped create the digital version of The Green Book® in a way that shows our customers that we carry solutions for every space in their office, featuring a sample of products but leading them to our large assortment of GreenerOffice™ products online.

”



Zulema Ledesma, LEED GA
Senior Consultant,
Sustainability

GreenerOffice™ Website

All your greener options. All in one place.

You'll find over 12,000 greener options right at your fingertips on the Office Depot® GreenerOffice™ website. The site includes products with eco-attributes and eco-labels in nearly all product categories, from office supplies and technology to furniture and cleaning products.

All of the products on the site meet the Office Depot® GreenerOffice™ eco-rating for light, mid or dark green. For each product, you'll see its description, associated eco-conscious attributes and eco-labels, and a recycled icon if the item contains recycled content. The site also has customer reviews for many greener products as well as links to useful greener resources.

To access the site, contract customers may visit business.officedepot.com/greeneroffice. All other customers may visit officedepot.com/greeneroffice



Your Account Representative can guide you through all the functions within the GreenerOffice™ site so you can decide how to share these with buyers in your organization.

Here are some ideas from Office Depot® customers who have used the GreenerOffice™ site in the past:

- Send a link of the homepage, specific products or product categories to all purchasers
- Suggest purchasers bookmark the site
- Host a Lunch & Learn to educate purchasers on how to find the site and search for greener products
- Create your own greener shopping lists and encourage others to do the same

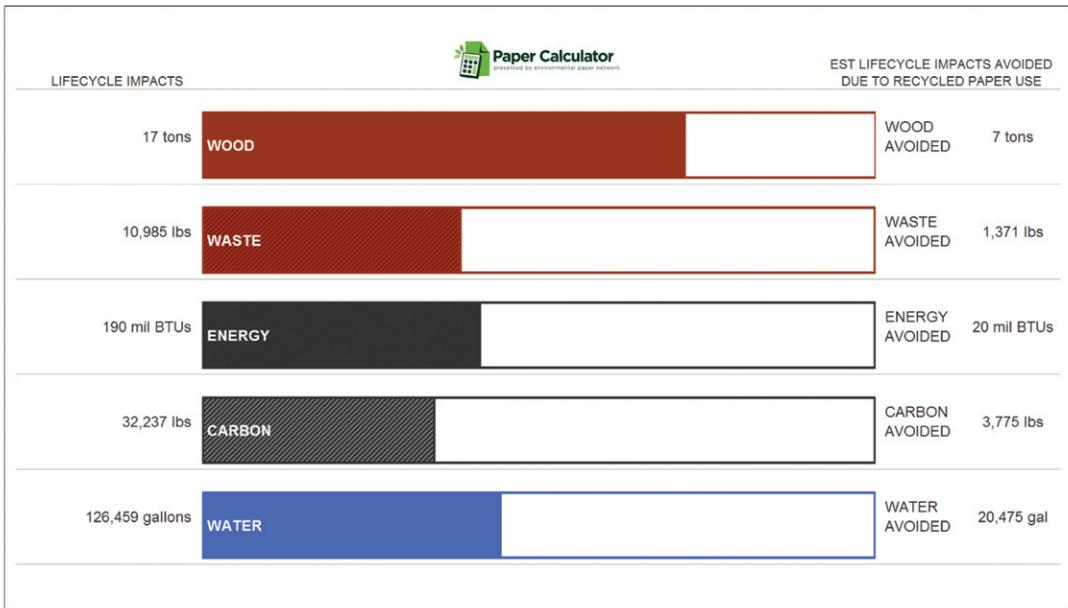
Environmental Benefits of Greener Purchases

Reports to help you announce your purchasing efforts

One of the common questions associated with greener purchasing is “how do you measure results?”. One simple way is to review your green spend with the Office Depot Green Business Review, described on page 3. Identifying the environmental benefits of greener spend is more complicated, but it can be done through a Life Cycle Assessment (LCA) and comparing prior purchases with greener purchases. For most product categories this is very difficult, but in a handful of categories such as paper, lighting and ink/toner, there are some widely accepted LCA tools.

Below is an example of a lifecycle benefits report, based on data from papercalculator.org, which Office Depot uses to quantify the benefits of recycled paper purchases. This report is included in the Office Depot Green Business Review and benefits achieved have been communicated by many Office Depot customers in their annual Sustainability/Citizenship Reports.

COPY PAPER LIFECYCLE ANALYSIS¹



Environmental impact estimates were made using the Environmental Paper Network Paper Calculator Version 3.2.1. For more information visit www.papercalculator.org.
¹Analysis is for total cut sheet copy paper purchased (Dept. 5).

Environmental Benefits of Greener Practices

Solutions & reports to help you waste less and recycle more

Beyond buying greener products, organizations with effective greener purchasing programs also consider how products are shipped and what happens to them after use. To address these needs, Office Depot has many solutions to help reduce waste, recycle more, and track environmental benefits achieved.



GreenerOffice™ Delivery Service

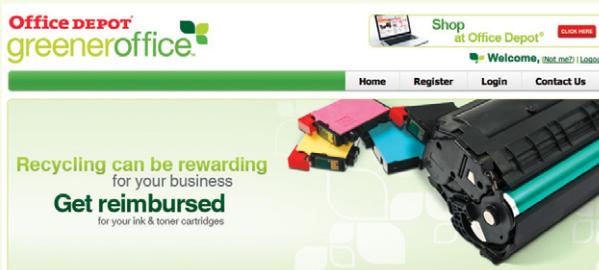
A growing number of orders sent to Office Depot customers are shipped with our GreenerOffice Delivery Service. This replaces bulky cardboard boxes with much smaller and lighter recyclable paper bags, reducing waste and offering many other environmental benefits. We can provide a quarterly report quantifying the number of bags received and materials avoided. A minimum of 3 months of purchases is required for this report, if opted into this service.

Recycling can be rewarding for your business!

When you sign up for one of our recycling programs, you can:

- Earn money back (mybusinessrecycles.com) or receive Office Depot gift cards (myschoolrecycles.com) for the qualified ink and toner cartridges, rechargeable batteries, and select small electronics you recycle.
- Using the 'track activity' feature of the website, you can monitor the number of cartridges returned as well as weight of materials recovered such as plastic, nylon, aluminum, and packaging. This report can help communicate the added value of your recycling efforts.

mybusinessrecycles.com



myschoolrecycles.com



Leadership in Greener Purchasing Awards

Celebrate your results and use the power of positive reinforcement



Historically, environmentalism has been more about telling people what not to do rather than celebrating what they do. Negative feedback may be useful when trying to stop certain actions, but it doesn't help when trying to encourage positive changes.

At Office Depot, we believe it's more powerful in the long run to reward greener action than to punish inaction. We also believe that recognizing leadership on environmental matters is a good way to influence others and change attitudes. You can reward leaders with certificates (recycled, of course), press releases, or formal award ceremonies to name a few.



Nearly every year since 2006, we've selected up to 30 customers for recognition through the Office Depot® Leadership in Greener Purchasing Awards. Organizations do not need to apply for the awards, they're selected based on their green spend data or purchasing practices in the prior year.

We present two types of awards:

Leadership in Greener Purchasing Awards:

For customers who purchased a range of products from Office Depot and had the highest 'green spend percentage' vs. peers within the same industry.

Special Recognition Awards:

For customers who displayed exemplary performance in one aspect of greener purchasing, such as spend analysis and reporting or focus on specific categories.

THE GREENER PURCHASING PROGRAM

CLICK business.officedepot.com/greeneroffice

CALL 888-2-OFFICE (888-263-3423)

COME BY stores.officedepot.com

Office DEPOT®