Following up on Office Depot discounts



|  |  |  |
| --- | --- | --- |
| |  | | --- | | **Marsha Koch** | |  | |

Lois—

Since you have a board meeting soon, I thought it would be helpful if I summarized what I know about the Office Depot (OD) discounts.

* You have the official tax-exempt letter with a card from OD that we have been told to copy and give to members getting OD print jobs
* The card for getting the AAUW discount is on the AAUW website; OD will laminate it for you
* OD’s system can handle either the AAUW discount or the tax exemption but not both
* Anthony in the OD Tax Department said we can request reimbursement for tax paid by email with a copy of the OD receipt to [tax@officedepot.org](about:blank)
  + I have requested reimbursement of $35.50 tax paid on the 14-sign order but have not received acknowledgment that it has been processed
* Sometimes OD has coupons for print jobs; if that discount is larger than the tax, I would use the coupon and request a refund from OD
* OD’s online ordering system actually sends print jobs to centrally-located, dedicated print shops that turn around orders quickly and ship them overnight to the purchaser
  + I ordered 14 signs for the Regional Conference and went to the Kirkwood OD print shop so that I could be sure to receive them before the conference started; turns out the signs were printed offsite and shipped to the print shop, arriving the day before the day I specified I needed them
  + The Kirkwood store advised that if their online ordering system does not allow you to order what you want, the stores will work with you to be sure you get what you need. If time, though, the signs will go to the offsite print shop for production and be shipped to your home or wherever you specify

I’ll let you know how my tax reimbursement request goes. I’m hopeful!

Marsha