



Kiwanis International District Office Supply Program

Quick Reference Sheet

OfficeMax Customer Service PH: 877/969-6629
OfficeMax Customer Service FX: 877/969-1629
OfficeMax Contract Website: www.OfficeMaxSolutions.com
OfficeMax Website Help Line PH: 800/817-8132, option 2
Main Rep: Sherri Jackson: Cell PH: 317/258-7559 (Indiana)
Main Rep: Sherri Jackson: E-mail: SherriJackson@OfficeMax.com

(Please do not go to www.OfficeMax.com. This is the *retail* site and does *not* contain your Kiwanis International contracted pricing or contract products.)

Account: 239036

Use an additional Consignee/Ship Code. Expect next day delivery once OfficeMax has received your order and processed it. Some very remote areas may have a 2-day delivery.

Consignee/Ship Code: District Office Number if available or Zip Code

Your OfficeMax PIN Number: _____

10-digit number used by OM Customer Service, which stores your name, account number, consignee code, phone, fax, e-mail address and tracks interactions with OfficeMax (orders, returns, inquiries, etc.).

Your Internet User Name: _____

(Provided by OM web maintenance by e-mail when you sign up with rep)

Your Internet Password: _____

(Provided by OM web maintenance by e-mail when you sign up with rep)

Catalog

You may order a full-line catalog with product orders. Item number: J9CATALOG08. 12,000 items featured. Next year's catalog will be available the first business day of January and will be item number J9CATALOG09.

Copy Paper

The multi-use copy paper on your contract is P10M98023CTN.

Custom Stamps

Stamps are located in the catalog on pages, 910-921. The Custom Stamp Form is on page 916. You can call or fax your inquiries direct to the Custom Stamp Dept. (PH: 1-800-808-6886, FX: 1-800-825-7023).

Technology Inquiries

If you have a question about any technology based product, you may call the general customer service number or call our Technology Department direct at 800-525-9500.

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Additional Details

Payment Remittance Address:

OfficeMax Incorporated
75 Remittance Drive, Suite 2698
Chicago, IL 60675-2698

Accounts Receivable Contact:

You may contact Customer Service for PODs, tracers or invoicing questions. They will forward you to an Accounts Receivable Rep if necessary. Your AR Rep is assigned by your shipping location.

Club Members Benefit Program: Consignee: MBRS

An OfficeMax Retail Connect Card (PDF Format) is provided for use in the OfficeMax Retail Stores. You may shop in the OfficeMax store and receive your contract pricing at the register. Please keep in mind that the contract catalog contains approximately 12,000 items and the store contains a mix of about 28,000 items. You will get the best price available on an item... your contract price, the promotional price or the shelf price. Printing is also discounted. You will need to pay with cash or credit card at the register at the time of purchase. Tax will be charged.

In addition to the retail store program, you may also make purchases at www.OfficeMaxSolutions.com website. Please do not use the www.OfficeMax.com site, which is our retail site and will not contain your discounted pricing. Enter username: **Kmembers** and password: **omax1** (both are case sensitive). You will enter your home shipping address and pay with a credit card.

The Club Members Benefit Program can be used for district, club and personal purchases since you are paying for the purchases at check-out.