

OFFICE DEPOT

**ONLINE ORDERING
INFORMATION SHEET**

Please fill in the information below and either FAX (861-9907) or send it to Purchasing Attn: Susan Spainhoward. Please contact Susan Spainhoward @ 14715 if you need assistance.

Person ordering: _____ (First and Last Name)

Job Title: _____

Email Address: _____ (this will be your log in name)

Last Name: _____ (this will be your password)

Site: _____ (School Name and Number)

_____ (School Address)

Phone Number: _____

FAX Number: _____