Products and solutions available to members of the Massachusetts Bankers Association
THE SAFE SIX: WORKPLACE READINESS ESSENTIALS

PREPARE THE BUILDING
- Cleaning plans, procedures and policies
- RAID & evacuation checks
- Isolate workstations in offices
- Clear workstations, remove personal items
- Enable social distancing
- Large workstations with added cleaning devices
- Provide a virtual learning infrastructure
- Realtime cleaning

PREPARE THE WORKFORCE
- Policies for deciding who returns and when
- Employee communications
- Integrate video conferencing for remote management and communication
- Consider why people can benefit from working at home
- Preventing and planning for workplace infections
- Set up new workstations for remote employees
- Provide access to technology for remote work

CONTROL ACCESS
- Remote for safety and health decisions
- Building evacuation, cleaning, sanitation, indoor policies
- Plan for the use of personal protective equipment (PPE)
- Update cleaning policies
- Develop a safety plan

CREATE A SOCIAL DISTANCING PLAN
- Reducing density, social distancing
- Office space planning
- Developing a plan for workspace
- Social distance protocols
- Establishing a new culture

REDUCE TOUCH POINTS AND INCREASE CLEANING
- Reduce touch points and increase cleaning
- Establish a cleaning protocol
- Increase cleaning frequency and intensity
- Increase cleaning frequency and intensity
- Increase cleaning frequency and intensity

COMMUNICATE FOR CONFIDENCE
- Recognize the fear in returning, communicate transparently
- Share updates regularly
- Provide clear, consistent messages
- Establish a trusted voice
- Communicate frequent updates

MOST IMPORTANTLY
- Continuously reinforce basic hygiene, social distancing, and staying home when ill

WORKSPACE Interiors
by Office severely

CUSHMAN & WAKEFIELD
C&W SERVICES
Innovative Business Solutions

Print Services

- Design
- Production
- Business Identity

Distribution
- Management

We can help you print Official COVID-19 Posters from the Center for Disease Control and Prevention.

Contact your Office Depot Account Manager Call 1.800.2.OFFICE or visit business.officedepot.com/printCDC

Custom Signage Solutions for Health and Safety
Protect your customers and employees.
Facilities Products

- Cleaners
- Paper goods
- Soaps and sanitizers
- Equipment and accessories
- Trash bags and receptacles
- Medical and safety items
- Matting and floor care
- Disaster preparedness
Innovative Business Solutions

Breakroom Essentials

- Snacks
- Beverages
- Coffee, tea, cocoa and brewers
- Full-service filtered water systems
- Cutlery and paper products
- Appliances
Product Subscription Services

With Office Depot® Product Subscription Services, you can save time and help ensure that you never run out of the supplies your business needs most.

Convenience you can count on
- Schedule and control automatic deliveries
- Simple to set up
- No commitments
  $ Change or cancel at any time
- Zero fees
- Choose quantity and frequency of deliveries
  $ Weekly, quarterly and everything in between

The products you need, when you need them
- Breakroom supplies
  $ Coffee, water, snacks and more
- Cleaning supplies
  $ Paper towels, trash bags, cleaners and more
- Office supplies
  $ Paper, pens, binders, ink and toner and more

Valid credit card or account billing required. Recurring payments based upon your selected subscription frequency (weekly, monthly, quarterly, etc.) will be automatically billed to your method of payment until you cancel the subscription.

Contact your Account Manager or visit business.officedepot.com/subscriptions for more details.
GreenerOffice™ Solutions Overview

1. The GreenBook® Online
   Our exclusive digital catalog that enhances your shopping experience

2. Greener Purchasing Program
   Starting with a customized analysis of your green spend

3. GreenerOffice™ Web Store
   Web store with thousands of products with eco-attributes/eco-labels

4. GreenerOffice™ Delivery Service
   Delivery service that replaces bulky cardboard boxes with lighter, recyclable paper bags

5. Greener Product Choices
   For cleaning, furniture, printing and technology

6. Recycling Solutions
   For your ink/toner, small electronics and more

7. Sustainability Team
   An experienced sustainability team available for support
Sustainable Supply Chain
% of Dark to Light Spend

- Green bag delivery (subject to regional availability)
- Right size box
- Private fleet w/99% fill rates
- Consolidated delivery
- Retail store connection
- Sustainability reporting
- Office Depot Smart Cart Option
# Green Purchases by Office Depot® Eco-Rating

## GREEN SPEND

<table>
<thead>
<tr>
<th>Category</th>
<th>Spend</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Green Spend</td>
<td>$223,239</td>
<td>10.1%</td>
</tr>
<tr>
<td>Mid Green Spend</td>
<td>$153,815</td>
<td>7.0%</td>
</tr>
<tr>
<td>Dark Green Spend</td>
<td>$39,922</td>
<td>1.8%</td>
</tr>
<tr>
<td>Total Green Spend</td>
<td>$416,976</td>
<td>18.9%</td>
</tr>
<tr>
<td>Total Spend</td>
<td>$2,211,984</td>
<td>100%</td>
</tr>
</tbody>
</table>

## CATEGORY PURCHASES BY OFFICE DEPOT GREENEROFFICE™ ECO-RATING

- Cleaning & Breakroom: 17%
- Paper: 11%
- Ink & Toner: 10%
- Office Essentials: 75%
- Technology: 38%
- Furniture: 48%
- Copy & Print: 5%
- Filing & Binding: 0%
- Labels & Forms: 0%
- Writing & Drafting: 0%
- Misc: 0%
- Managed Print Services: 0%

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. PURCHASES is sales net of returns.
State of the Art Ordering Technology

World class ordering experience

- Customized Messaging
- Administrative Capabilities
- Automated Ordering
- Spend Management Tools
State of the Art Ordering Technology

Spend Management Tools

- Best Value Guidance
- Custom Catalog
- Budgets
- Smart Cart Savings
Best Total Cost Strategy

**Reporting Dashboard**

- Spend Insights
- User Activity
- Savings Tracker
- Environmental Reporting
Office and Branch Planning In the Future Environment

Presented by:

Erica McFadyen
Director / Workspace Interiors

WORKSPACE Interiors by Office DEPOT
300+ Dedicated Furniture Professionals

FORMULA FOR SUCCESS

Efficacy + Cost Savings + Control =

One Clear, Unified Brand Helping Our Customers Work Better

38+ North American Locations

SINGLE-SOURCE Dealer ONE Point of Contact

CUSTOMER SEGMENTS

- Enterprise
- SMB
- Education
- Large
- State/Local GOV.
- Federal
- Healthcare

The only FULL SERVICE, four wall solution provider in North America

Offer a CONSISTENT & SCALABLE service model

Focused on delivering a SEAMLESS customer experience

INTERIORS REQUEST
Custom Product Solutions Large Complex Projects Capital Driven Need

over $500 million in Sales

WORKSPACE Interiors by Office Depot
### Creative Services
- Custom Furniture Solutions
- AutoCAD Services
- 3D Views & Renderings
- Custom Furniture Finish Specifications
- Installation Drawings

### Financial Services
- Leasing
- Renting
- Financing
- Used Furniture Brokerage

### Project Management
- Establishing Project Parameters
- Managing a Successful Project
- Ongoing Support

### Other Services
- Standards Programs
- Sustainability/LEED Support
- E-commerce

### Labor Services
- Delivery & Installation
- Warehousing
- Move Management
- Disposition & Redeployment of Assets
Case Study

Clackamas County Bank

Founded in 1911, Clackamas County Bank is the oldest community bank in Oregon. Evolving from hitching posts and water troughs to interactive transaction machines, the bank has a storied family history that includes surviving the Great Depression and being home to the first female bank president in Oregon. But throughout the years, the bank’s Gresham branch outgrew its location, which was also rented.

Workspace Interiors leveraged the bank’s membership in the Oregon Bankers Association to receive additional discounting for this project through the Association’s endorsed program with Office Depot.

Because Clackamas County Bank hadn’t built a new facility in decades, having a consultative approach was essential. Workspace Interiors presented a variety of “good,” “better” and “best” design options to the bank’s stakeholders. The entire project was rendered in 3D color images of the actual furniture and finishes to help members of the project team clearly visualize the results so that they could make informed and unanimous selections during each step of the project.

The new location is comprised of a central floor with the main branch area as well as offices and support spaces. Workspace Interiors provided custom solutions for the private offices. The second floor contains loan offices and the aforementioned community room. Off to the side of the community room, visitors can enjoy a large outdoor fireplace during cold months. The new look complements the culture of the bank: a warm, inviting place that offers a professional but very personal atmosphere for its customers.
Clackamas County Bank (Continued)

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Adapting Environments

Promote Health, Safety & Wellness

- Account for Social Distancing Measures
  - Modified Traffic Flows
- Protect Employees
  - Additional Space Division
  - Modified Space Planning Methodology
- Support Easy and Effective Cleaning
  - Non-Porous Surfaces
  - Health Care Grade Fabrics
  - UV Light Sanitation
- Address all areas including: Reception, Work, Collaboration, Meeting, Break & Common Areas
- Accommodate & Support Work From Home Programs
WELLNESS & SOCIAL DISTANCING SOLUTIONS
- Divider solutions for social distancing
- Mobile division screens
- Traffic flow signage

SAFETY & PROTECTION
- Personal protection barriers
- Sneeze guards
- Personal distancing floor markers
- Temperature control screens

ANTIMICROBIAL & SANITATION SOLUTIONS
- Non-porous materials
- Touchless sanitation stations
- Personal secure storage
- Air filtration

WORK-FROM-HOME ESSENTIALS
- Desks/tables
- Chairs
- Ergonomic accessories
- Lighting
Isaac Mares, ISO Buying Group Programs

FAQ’s from SBA Members

• Q: What monthly/annual spend minimums are required to sign up and receive my SBA benefits at Office Depot?

  A: There are no set minimums to set up an account under your SBA program.

• Q: I already order through Office Depot. Can I still earn/redeem my OD Business Rewards through [www.OfficeDepot.com](http://www.OfficeDepot.com) or in-store?

  A: Your program benefits are immediately available with no need to collect rewards points from our retail side. It’s like getting your benefits *up front* on a comprehensive list of deeply discounted items across every category we sell.

• Q: I already order through Amazon and get free 2-day shipping. Why use Office Depot?

  A: Under this program, you will have free* next business day shipping for in-stock, next-day eligible items – all without having to pay a monthly or annual membership fee.

  *Your order must be $50 or greater to avoid small order fees – no other needs or minimums
FAQ’s from SBA Members

• Q: I prefer to spend locally and support our business clients with whom we already have a relationship. Why Office Depot?

A: With locations nationwide in cities and towns, both large and small, we support local tax bases, partner in community service, and respect existing relationships while providing savings and key services you may not already be receiving or have even considered.

• Q: Can you help us set up approval processes, custom invoicing, and specialized billing?

A: Your account manager will oversee all aspects of your business account and is able to establish cost center/PO/release and other custom fields. We can set up centralized direct billing, or indirect site billing, all with no-fee electronic invoicing.

• Q: We want to streamline our purchasing. How can you help us?

A: Your SBA program comes with an established core, discounted item list. From there, we invite you to begin a comparison of your most important items purchased elsewhere and allow us to add these items as custom-priced addendums to your program. No “one-size-fits-all” pricing here!

Isaac – 855-337-6811 Ext. 12878 Isaac.Mares@officedepot.com – 6 years at Office Depot ISO in GPO/Buying Group programs. Ready to help you get the most from your SBA program today!
Let’s work together to help your business be the best it can be!

Thank you