Please note that at this time the Office Depot Punch-out will only be offering UCSB branded business cards, envelopes and other print solutions. Office Supplies are available on the OfficeMax punch-out.

You can browse and create your proofs all within the Office Depot Punch-out, then checkout to Gateway. For screenshots and instructions see below:

1) The Office Depot Punch-out tile is in the Business Card/Print Solutions Category.

2) Click on the Office Depot tile and the Office Depot Punch-out will open.

3) Access to business cards and envelopes is located in the middle of the screen.
4) On the next screen, go to Brand Identity on the right and click on “Get Started”.

5) We have 6 business card templates and one for envelopes. Click on a template layout.
6) In the template, all of the various stock and color options are available for further selection.
7) Click details to see the pricing for multiple boxes.
8) Click the create button for the option of your choice to begin creating your card.
9) As you enter your information, tab or click on the next field and the product preview (proof) appears at the right.
10) You can zoom for a closer look and email a preview of the card or envelope if you choose.

11) Click “Add To Cart” to view the items in your cart.

12) Click “checkout” here to transfer the cart back to Gateway, where you can complete or assign your cart.