



**Customer Service:**  
 officedepot.accountonline.com  
**Account Inquiries:**  
 1-800-729-7744 Fax 1-801-779-7425

# Account Statement

Commercial Account  
 ADOLESCENT COUNSELING

Account Number: 6011 5681 1718 4713

## Summary of Account Activity

Previous Balance	\$1,782.95
Payments	-\$1,782.95
Credits	-\$0.00
Purchases	+\$682.82
Debits	+\$0.00
<b>FINANCE CHARGES</b>	<b>+\$11.90</b>
Late Fees	+\$0.00
<b>New Balance</b>	<b>\$694.72</b>

## Payment Information

Current Due	\$29.00	
Past Due Amount	+	\$0.00
Minimum Payment Due	=	\$29.00

**Payment Due Date** **10/29/13**

Credit Line	\$7,500
Credit Available	\$6,805
Closing Date	10/04/13
Next Closing Date	11/04/13
Days in Billing Period	30

Send Notice of Billing Errors and Customer Service Inquiries to:  
 OFFICE DEPOT CREDIT PLAN  
 PO Box 790449, St. Louis, MO 63179-0449

We are here to support our cardmembers affected by the recent flooding. If you have been impacted and need assistance, please call us at the customer service number listed on this statement. We will work to help with your individual needs during this challenging time.

## TRANSACTIONS

Trans Date	Location/Description	Reference #	Amount
09/04	PO 00000000 000674451211 CO		\$ 545.87
09/27	PO 00000000 000678480793 CO		\$ 136.95
<b>PAYMENTS, CREDITS, FEES AND ADJUSTMENTS</b>			
09/15	PAYMENT - THANK YOU	P9194008309K4E6QP	\$ 1,782.95-
10/04	FINANCE CHARGE		\$ 11.90

## FINANCE CHARGE SUMMARY

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Daily Periodic Rate	Balance Subject to Finance Charge	Finance Charge
PURCHASES				
REGULAR REVOLVING CREDIT PLAN	23.99%	0.06572%	\$603.95	\$11.90

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## Information About Your Account.

**Grace Period on Purchases.** You can avoid periodic finance charges on purchases, but not on cash advances. This is called a grace period on purchases. You can get a grace period of at least 20 days. To do so, pay the following amounts by the due date every billing period: the New Balance (subject to the Promotional Balance Exceptions), plus the minimum monthly payments required for your No Interest and 0% balances. If you do not, you will not get a grace period unless you pay those amounts by the due date for two billing periods in a row. The two Promotional Balance Exceptions are: (1) You do not have to pay any No Interest or 0% balances that do not expire by the Next Closing Date shown on the billing statement. (2) You can pay any No Interest or 0% balances that do expire by the Next Closing Date shown on the statement by the later of the promotion's expiration date or the statement's payment due date.

Certain promotional offers may take away the grace period on purchases. Other promotional offers may allow you to have a grace period on purchases without having to pay all or a portion of the promotional balance by the due date. If either is the case, the promotional offer will describe what happens.

**Balance Subject to Finance Charge.** We calculate periodic finance charges separately for each balance. Balances include regular purchases, regular cash advances, and different promotional balances.

To get a daily balance, we start with the balance as of the end of the previous day. We add any new charges. We then subtract any new credits or payments and make other adjustments. A credit balance is treated as a balance of zero. If the rate on a balance is a daily rate we include in the daily balance any periodic finance charge on the previous day's balance. (This results in daily compounding of finance charges.)

If the rate on a balance is a daily rate we use an average daily balance method (including new transactions). We figure the periodic finance charge by multiplying the daily balance by its daily periodic rate. We do this for each day in the billing period. The Balance Subject to Finance Charge is the average of the daily balances during the billing period. If you multiply this figure for each balance by its daily periodic rate and by the number of days in the billing period, the result is the total periodic finance charge on that balance. Rounding may cause a small difference.

## Other Account and Payment Information.

**When Your Payment Will Be Credited.** If we receive your payment in proper form at our processing facility by 5 p.m. local time there, it will be credited as of that day. A payment received there in proper form after that time will be credited as of the next day. Allow 5 to 7 days for payments by regular mail to reach us. There may be a delay of up to 5 days in crediting a payment we receive that is not in proper form or is not sent to the correct address. The correct address for regular mail is the address on the front of the payment coupon. The correct address for courier or express mail is the Express Mail Address shown in the Express Mail section.

**Proper Form.** For a payment sent by mail or courier to be in proper form, you must:

- **Enclose** a valid check or money order. No cash, gift cards, or foreign currency please.
- **Include** your name and the last four digits of your account number.

**Copy Fee.** We charge \$5 for each copy of a billing statement that dates back 3 months or more. We add the fee to the regular revolve credit plan balance. We waive the fee if your request for the copy relates to a billing error or disputed purchase.

## Payment Other Than By Mail.

- **Online.** Go to the URL on Page 1 of your statement to make a payment. For security reasons, you may not be able to pay your entire New Balance the first time you make a payment online. The payment cutoff time for Online Bill Payments is midnight Eastern time. This means that we will credit your account as of the calendar day, based on Eastern time, that we receive your payment request.
- **Phone.** Call the phone number on Page 1 of your statement to make a payment. We may process your payment electronically after we verify your identity. You will be charged \$14.95 to use this service. The payment cutoff time for Phone Payments is midnight Eastern time. This means that we will credit your account as of the calendar day, based on Eastern time, that we receive your payment request.
- **Express Mail.** Send payment by courier or express mail to: Customer Service Center, Dept. CCS 911, 4740 121st Street, Urbandale, IA 50323. Payment must be received in proper form at the proper address by 5 p.m. Central time to be credited as of that day. All payments received in proper form at the proper address after that time will be credited as of the next day.

**If you send an eligible check with this payment coupon, you authorize us to complete your payment by electronic debit. If we do, the checking account will be debited in the amount on the check. We may do this as soon as the day we receive the check. Also, the check will be destroyed.**

**Report a Lost or Stolen Card Immediately.** You may call Customer Service 24 hours a day, 7 days a week.

**Notify Us in Case of Errors or Questions About Your Bill.** If you think your bill is wrong, or if you need more information about a transaction on your bill, write us (on a separate sheet) at the Billing Errors address on this statement as soon as possible. We must hear from you in writing no later than 60 days after we send you the first bill on which the error or problem appeared. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

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