

GIFT GIVING IDEAS

Rules For Gift Giving In The Workplace

(NAPSA)—If you find holiday gift giving at the workplace overwhelming, take heart. It can be a positive experience if you know the rules.

According to an Office Depot holiday survey conducted by Harris Interactive, ninety percent of respondents indicated being unfamiliar with the latest gift-giving protocol for business associates.

Here are a few tips from Hilka Klinkenberg, Office Depot's Holiday Etiquette Expert:

- Know your recipient. Be aware of the person's style and taste. It is helpful to know the beneficiary's culture—both in the corporate and ethnic sense. For example, if he or she travels frequently, a Business Backpack may be appropriate.

- Think about buying a gift that someone wouldn't buy for themselves. Without being extravagant or expensive, a "splurge" item could help your business associate relieve some holiday stress. The Christopher Lowell Comfi-Vibe Neck and Lumbar Pillows might make a great "splurge" gift.

- Avoid personal gifts. A good guideline is to steer clear of anything that touches the skin or that requires size, style or color. Gift cards are great options. Office Depot offers gift cards along with the "Teddy B. Caring" gift card holder bear. Proceeds from the teddy bear purchase go to Toys for Tots.

- Match the gift with your company's image. For example, if your company describes itself as edgy and creative, consider a gift such as the Safari Stapler Set. A more



Presenting someone with a practical gift in the workplace shows you're paying attention.

professional gift might be the Targus Notebook Leather Case.

- Remember your budget and remain consistent. Set a limit and stick to it each year. Ideas for gifts under \$25 include the Business Office Folio 4-Pc. Set and the Donald Trump Doll.

- Give a gift that is both thoughtful and useful. Maybe something that can plug a co-worker into the latest technology, such as the Logitech QuickCam Communicate Web Camera.

- Give the gift in person. If it is not possible to give a gift in person, plan to ship the gift as early as possible. Office Depot works with UPS to provide full packing and shipping services nationwide.

- Presentation counts. Personalize your gift by using appropriate paper and packaging—and don't forget to include a handwritten card.

To learn more, call 1-800-GO-DEPOT or visit the Web site at www.officedepot.com.