

Here is a list of sample supplies that can be used for FedEx Ground shipping. These types of supplies can be purchased from Office Depot, Staples, and Uline.

Office Depot® Brand Kraft Self-Seal Padded Mailers, #3, 8 1/2" x 14 1/2", Pack Of 100

- Will fit regular paperbacks. Sizes smaller than these only fit tiny books.
- <https://www.officedepot.com/a/products/687925/Office-Depot-Brand-Kraft-Self-Seal/>

Office Depot® Brand Kraft Self-Seal Padded Mailers, #4, 9 1/2" x 14 1/2", Pack Of 25

- Fits most book sizes.
- <https://www.officedepot.com/a/products/335952/Office-Depot-Brand-Kraft-Self-Seal/>

Office Depot® Brand Kraft Self-Seal Padded Mailers, #5, 10 1/2" x 16", Pack Of 25

- Most commonly used envelope. Wider than #3s and 4s. May be too large for paperbacks.
- <https://www.officedepot.com/a/products/336000/Office-Depot-Brand-Kraft-Self-Seal/>

Office Depot® Brand Kraft Self-Seal Padded Mailers, #6, 12 1/2" x 19", Pack Of 25

- Good for multiple books that are too few to fill a box.
- <https://www.officedepot.com/a/products/336056/Office-Depot-Brand-Kraft-Self-Seal/>

Office Depot® Brand Kraft Self-Seal Padded Mailers, #7, 14 1/4" x 20", Pack Of 25

- Excellent size for oversized materials.
- <https://www.officedepot.com/a/products/336080/Office-Depot-Brand-Kraft-Self-Seal/>

Office Depot® Brand Heavy-Duty Boxes, 12" x 12" x 10", Kraft, Pack Of 25 Boxes

- Fairly average for sending out several books.
- <https://www.officedepot.com/a/products/266552/Office-Depot-Brand-Heavy-Duty-Boxes/>

Office Depot® Brand Corrugated Boxes, 12" x 9" x 5", Kraft, Pack Of 25

- Slightly smaller
- <https://www.officedepot.com/a/products/696178/Office-Depot-Brand-Corrugated-Boxes-12/#Specs>

Office Depot® Brand White Literature Mailers, 17 1/8" x 11 1/8" x 5", Pack Of 50

- Good for heavy materials.
- Option aside from jiffy mailers
- <https://www.officedepot.com/a/products/330568/Office-Depot-Brand-White-Literature-Mailers/>

Office Depot® Brand White Corrugated DVD Mailers, 7 5/8" x 5 7/16" x 11/16", Pack Of 50

- For libraries that ship DVDs, a fitted cardboard box will help protect the material and there won't be a whole lot of space to jostle the disks like a regular box would have.
- <https://www.officedepot.com/a/products/313688/Office-Depot-Brand-White-Corrugated-DVD/>

Office Depot and Staples supplies are available on state contract at a 40-60% discount and can be used by other governmental agencies. For more information on how to use the state's office supplies contract please visit the [Florida Department of Management Services](#).