1. EMAIL YOUR ORDER TO:  
  sfsu.officemax@gmail.com

YOUR EMAIL MUST INCLUDE THE FOLLOWING INFORMATION:

• Your name & phone number
• Attach your file; if your file is larger than 25MB you must instead upload your file (see Step 2)
• Dimensions of poster
• Quantity
• Paper stock: matte, glossy, vinyl or canvas
• Deliver to Bio Stockroom or pick-up in-store
• Call with Credit Card info if applicable (see Payment Options section for details)

2. UPLOAD A FILE LARGER THAN 25MB:
   A - Go to: https://mftp.officemax.com/
   B - Enter Username and Password:  
      Username: sfsu.officemax@gmail.com
      Password: 40mxprint
   C - Download the Wizard to drag-and-drop files into the /SFSU folder; or choose the /SFSU folder from dropdown on left, then select file to upload by clicking ‘choose file’
   D - Email all information from Step 1, include the exact name of your file (required)

ALL information from Step 1 is required to process and produce any poster orders.

Free Delivery Available to Bio Stockroom Monday-Friday. Call for current turnaround times. Posters produced and delivered on first come first serve basis.

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Poster Prices
(by paper stock):

**Matte or Glossy**
48"x36" - $43  
56"x42" - $59  

**Vinyl**
48"x36" - $68  
56"x42" - $91  

**Canvas**
48"x36" - $84  
56"x42" - $115

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Payment Options:

• Pay with cash, check or credit upon pick-up at Geary Blvd. location
• Pay by credit card for delivery order; please call us with:  
  • Full credit card number  
  • Expiration date  
  • CID on back of card if Visa/MC
  • 4-dig Acct Code if American Express (on front of card above card number)

*Note: orders cannot be delivered until payment is processed*

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ImPress Contacts

Bianca Hintermann  
Customer Service Representative
Kathleen Gill  
Assistant Manager
Jennifer Arevalo  
Production Supervisor
3700 Geary Blvd,  
San Francisco, CA 94118  
415.831.0478  
sfsu.officemax@gmail.com

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Products and Services

Digital Black & White Printing
Digital Color Printing
Binding & Finishing
Desktop Publishing
Large Format Posters & Banners
Laminating & Mounting
Signs
Custom Stamps
Print On-Demand
Free Pick-up & Delivery Available
Overnight Shipping
Quick Turnaround Times
and more...

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Communication and Training

Student notebooks or workbooks, print and insert covers and tabs
Handouts of presentation materials
Instructor or Leader guides
Supporting reference materials
Readers, Syllabi, Supplemental materials
Instructor supplies
Name Badges and tent cards
Kitting for student and instructor kits: (ie, product reference materials, brochures, badges and course evaluations)

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Other Pricing

Black & White Copies/Prints  
Average Cost Savings 22%

Color Copies/Prints  
Average Cost Savings 50%

Oversize  
Call for Quote

All Other Services  
25%-30% Off *

*Does not include labor or outsourced work