



This communication includes instructions on how to place orders, your local OfficeMax ImPress contacts, and pricing.

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: **4omxprint**

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.

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

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**-OR-** 4-digit Acct Code if American Express (on front of card above card number)

Note: orders cannot be delivered until payment is processed

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
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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...

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)

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