



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

### SEND ORDER WITH FILE ATTACHED TO:

[sfsu.officemax@gmail.com](mailto:sfsu.officemax@gmail.com)

#### IN YOUR EMAIL YOU MUST INCLUDE THE FOLLOWING INFORMATION:

- Your name & phone number
- Size of poster
- Paper stock: matte or glossy
- **INDICATE IN EMAIL IF YOU ARE PART OF THE: "COSE STUDENT PROJECT SHOWCASE 2017". COSE WILL PAY FOR YOUR POSTER PRINTING UP TO \$60.**
- **THE FIRST 50 PROJECTS SUBMITTED FOR PRINTING WILL RECEIVE THIS ALLOCATION.**
- **YOU MUST CC [science@sfsu.edu](mailto:science@sfsu.edu) TO CONFIRM YOU ARE REGISTERED TO COMPETE IN THE SHOWCASE.**
- Delivery to Bio Stockroom (Mon-Fri) **or** pick-up at Geary Blvd location

### PAYMENT OPTIONS

- **For pick-up at Geary Blvd location:** pay with cash, check or credit in-store
- **For delivery:** pay by credit card via phone; please provide:
  - Full credit card number
  - Expiration date
  - CID on back of card if Visa/MC
  - OR-** 4-digit Acct Code if AMEX (on front of card above card number)

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

### 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

#### Matte or Glossy

48"x36" - \$43

56"x40" - \$59

### 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

### 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)

### ImPress Contacts

#### Bianca Hintermann

*Customer Service Representative*

#### Kathleen Gill

*Assistant Manager*

#### Jennifer Arevalo

*Production Supervisor*

3700 Geary Blvd.  
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