

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

Two Simple Steps to Order:

1. UPLOAD YOUR FILE

A - Go to www.cmx1212.com

B - Click on **Basic Login**

C - Enter login information:

Username: SFSU

Password: 830impress830

Database: San Francisco
State University

D - Upload your file (you do not need to change any settings once you have browsed for your file)

2. SEND NOTIFICATION EMAIL

TO: sfsu.officemax@gmail.com

IN YOUR EMAIL YOU MUST INCLUDE THE FOLLOWING INFORMATION:

- Your name
- File name
- Dimensions of poster
- Quantity
- Paper stock: matte, glossy, vinyl or canvas
- Delivery to Bio Stockroom **or** pick-up at Geary Blvd location

Steps 1 and 2 are required to process and produce your order correctly and in a timely manner

Free Delivery Available to Bio Stockroom

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 through email order; please include:
 - 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

Eric Chu

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

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