



Configure your digital documents online from the convenience of your desk

- Quick digital printing in black and white and color
- Upload files from your computer, Dropbox, Google Drive
- Multiple file formats supported including Adobe PDF and Microsoft Office

GET STARTED TODAY

- 1** Login to <https://business.officedepot.com>
- 2** From the **Services** menu, select **Print and Copy** then select **Document Printing**
- 3** Select **Copies**, then click the **Customize** button to start the configuration of your document...

Copies and Flyers

4 Upload Your Files

8 Print Options Finishing Advanced

Job Name

Pages 1 Quantity 1 **5** Paper Size Letter

Fit To Size Keep Size

6 Full Color Black & White

Single Sided Double Sided

Portrait Landscape

Collated Not Collated

7 Paper Type and Color Standard Whites - 24lb

Applicable discounts and coupons will be applied at checkout

9 Add To Cart Get Quote

8 Print Options Finishing Advanced

Stapling None

Cutting None

Folding None

Hole Punching None

Wafer Seals None Wafer Color Clear

Perforation (Delivery Only) None

Lamination (Per Sheet)

None 5 Mil - \$1.82 10 Mil - \$2.18

None Add Shrinkwrap

Add To Cart Get Quote

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4. Upload your files
5. Enter the quantity of copies you would like to order
6. Configure the print options of your document, including color (black and white or color), sides (single or double sided), orientation and collation
7. Select a paper type and color
8. To add finishing items, select the Finishing Tab and then configure the options you need, including stapling, cutting, folding, hole punching, lamination, and shrink-wrap
9. Click Add to Cart once you have completed your configurations