

Shari Summers - Major Accounts Business Development Manager
Print and Promotional Programs
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The following list represents many of the capabilities Office Depot Print and Document Service has to offer all of which are at the discounted Matthews rates representing great savings versus retail. If you have any print or document related questions please contact Shari.

Copy Services Black & White	NCR Forms, Black and White Flyers, Binders & Tabs Print from hard copy or from digital file Variety of papers in text and cover weight High-speed reproduction up to 12,000 copies per hour	Retail \$.15 Matthews @ \$.03
High Speed Color	Presentation, Post Cards, Brochures & Flyers Print from hard copy or digital file on 8.5x11, 8.5x14, 11x17 & 12x18 in a variety of papers in text and cover weights, high-speed reproduction: up to 4000 per hour	8.5 x 11 Retail \$.71 Matthews @ \$.39
Large Format Black & White	Drawings & Blueprint copies Sizes: 18 x 24, 24 x 36, 36 x 48	
Oversize Color	Full color digital output up to 42" wide On Glossy, Matte, Canvas, Vinyl with finishing service such as Mounting (foam core) Lamination (UV Gloss & Matte Finish) & Grommets	
Binding, Finishing & Fulfillment	Comb, coil, tape, perfect bount, saddle stitch (booklets) Folding, padding, drilling, cutting, stapling, 3-ring binders & assembly, full color variable data, mailing Services and distribute and print from any OfficeMax locations in the U.S.	Finishing services collating, binding folding etc...) an extra 40% off the retail price
Desktop	Scanning, layout & design	
Publishing	Complete capabilities are project specific	
Pick-up & Delivery	No additional charge for local pick-up & delivery of orders. Orders can be shipped FedEx or UPS	
Electronic File Submission	You can send documents to any of our stores. Digital archival using My Files and private ordering sites are also available	
Promotional Products	Ask us about our "Customized online ordering for promotional products displaying company branded items	

***Please contact Shari Summers at Office Depot for any print related questions and she'll be happy to support. We offer all things print and promo so contact us for special projects!**