

How to input an order on Xerox Print Center new ordering system

Please go to www.xeroxprintcenter.com

Go to the **CLICK HERE** below
County of San Diego Users
or Place an order



xerox™ Print Center

COUNTY OF SAN DIEGO USERS [CLICK HERE](#)

[HOME](#) | [SERVICES](#) | [CONTACT](#) | [HOW TO SUBMIT A QUOTE](#) | [BILLING](#) | [EMAIL](#) | [VIEW OUR PRESENTATION](#)

< Xerox Print Center for the County of San Diego >

[PLACE AN ORDER](#)

We are here to help



Our mission is to consistently provide high quality, fast service and a friendly, helpful approach to assisting all our valued great customers.




The link will take you to our new ordering system

[Go to LOGIN](#)

[HOME](#) [CONTACT US](#) [HELP](#) [ENGLISH \(UNITED STATES\)](#) [LOGIN](#)

[View All](#)



Welcome
to the
Xerox Print Center

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[Terms & Conditions](#)

EFI Productivity Suite

Login



User Name

Password

☐ Remember User Name

Login

[Forgot Your Password?](#)

New User? [Register](#)



CREATE AN ACCOUNT

Contact Information

First Name

Last Name

* Email

Phone Number 1

Phone Number 2

Title

Company

Department

Cost Center

Address Line 1

Address Line 2

Zip/Postal Code

City

State/Province/Region

Customer PO



Choose your
Company from
the drop down
menu



Under Customer PO please enter: 999999999

Account Information

* User Name

* Password

* Re-enter Password

* Secret Question



* Security Answer

By clicking the Submit button, you agree to [Terms and Conditions](#)

You will know you have logged in correctly when you see your name in the top right corner.



[HOME](#) [ADMINISTRATION](#) [CONTACT US](#) [HELP](#) [ENGLISH \(UNITED STATES\)](#) [Your name here](#)


SHOP BY CATEGORY

[View All](#)

[Printing Services](#)


[Supplies / Static Products](#)

[Forms Catalog](#)




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FEATURED CATEGORIES




BROWSE

PRINTING SERVICES



BROWSE

SUPPLIES / STATIC PRODUCTS
Folders • Dividers • Service Awards •
Paper • Probation



BROWSE

HHSA FORMS CATALOG

Custom Jobs

BROWSE

CUSTOM JOBS

To start your order, go to Printing Services.

HOME CONTACT US HELP ENGLISH (UNITED STATES) (0)

SHOP BY CATEGORY

- View All
- Printing Services
- Supplies / Static Products


Welcome to the Xerox Print Center
© Photography by Mivia

FEATURED CATEGORIES

 PRINTING SERVICES BROWSE	 SUPPLIES / STATIC PRODUCTS BROWSE Folders • Dividers • Service Awards • Paper • Probation	 HHSA FORMS CATALOG BROWSE	 CUSTOM JOBS BROWSE
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A blue arrow points from the 'Printing Services' category in the left sidebar to the 'PRINTING SERVICES' featured category tile.

Select COPIES/FORMS -

PRINTING SERVICES



VIEW BY:

[BROWSE](#)

BOOKS / MANUALS / REPORTS

Saddle-Stitching • Coil • Comb • Tape • Acco

[BROWSE](#)

CARBONLESS FORMS

2-Part • 3-Part • 4-Part • 5-Part • Single-Sided •
B/W

[BROWSE](#)

COPIES / FORMS

Loose • Stapled • Drilled • Brochures • Flyers •
Notepads • Postcards

Informational Items

[BROWSE](#)

INFORMATIONAL ITEMS

The following items are priced under the
BPA: Cards, Bookmarks, Postcards,

Custom Jobs


[BROWSE](#)

CUSTOM JOBS



Select PRINTED FORMS

COPIES / FORMS




Loose • Stapled • Drilled • Brochures • Flyers • Notepads • Postcards

PLEASE READ!!


IF YOU DO NOT SEE A STOCK OR SIZE WHEN SPECIFYING PRINTING OPTIONS PLEASE CLOSE WINDOW AND SELECT CUSTOM PRODUCT IN PREVIOUS SCREEN.

IN THIS CATEGORY:



BUY NOW

PRINTED FORMS
Please select the size you need for your requested item.



BUY NOW

CUSTOM FORM

Then click
BUY NOW

Select the printing from the drop down, then select the finished size.

Printed Forms

Item No.:

Please select the size you need for your requested item.

[Reset Filters](#)

Printing: Choose

Finished Size: Choose

Product:

Continue Shopping Buy Now

Printed Forms

Item No.:

Please select the size you need for your requested item.

[Reset Filters](#)

Printing: Choose

Finished Size: Choose

Product:

Continue Shopping Buy Now

Then click
BUY NOW



BUY NOW will take you to the screen below

Loose Forms (B&W) 8.5" x 11"

Review My JobHelpClose

FilesAdd Files

* Job Name

* Quantity1

* Pages1

Job Specifications

*Graphics ProvidedGraphics are Print Ready

PrintingPrint in B&W: One Side

Media(Bond 20#)

OrientationPortrait

CollateDo Not Collate

StapleNo Stapling

FoldNo Folding

DrillNo Drill

PaddingNo Padding

CuttingNo Cutting

Shrink WrapNo Shrink Wrap

SlipsheetsNo

Call to Discuss

8.5 Inches

11 Inches

Page 1

1 / 1

77%

Unit Price \$0.04

Total Price \$0.04

SaveAdd to Cart

Loose Forms (B&W) 8.5" x 11"

Files **Add Files**

* Job Name ?

* Quantity * Pages


Job Specifications


- *Graphics Provided ▶
Graphics are Print Ready
- Printing ▶
Print in B&W: One Side
- ☐ Media(Bond 20#)
- ☒ Orientation ▶
Portrait
- ☒ Collate ▶
Do Not Collate
- ☐ Staple ▶
No Stapling
- ☐ Fold ▶
No Folding
- ☐ Drill ▶
No Drill
- ☐ Padding ▶
No Padding
- ☐ Cutting ▶
No Cutting
- ☐ Shrink Wrap ▶
No Shrink Wrap
- ☐ Slipsheets ▶
No
- ☐ Call to Discuss ▶


Go to ADD FILES



Add Files ✕

 **Upload Files**

 **Saved Files**

 **Other**

[Supported File Formats](#)

Close

Select UPLOAD FILES – this will direct you to your files from your computer

Go to ADD FILES



Enter job name and
quantity needed



Your file will show
here once uploaded

Loose Forms (B&W) 8.5" x 11"

Files

Add Files

* Job Name

* Quantity

1

* Pages

1

Job Specifications

*Graphics Provided

Graphics are Print Ready

Printing

Print in B&W: One Side

Media(Bond 20#)

Orientation

Portrait

Collate

Do Not Collate

Staple

No Stapling

Fold

No Folding

Drill

No Drill

Padding

No Padding

Cutting

No Cutting

Shrink Wrap

No Shrink Wrap

Slipsheets

No

Call to Discuss

Unit Price \$0.04

Total Price \$0.04

8.5 Inches

11 Inches

Page 1

1 / 1


77%

Save

Add to Cart

Job Specifications

Under Job Specifications, you will choose what you want done to your order. Your selection will be indicated in Purple.



Job Specifications

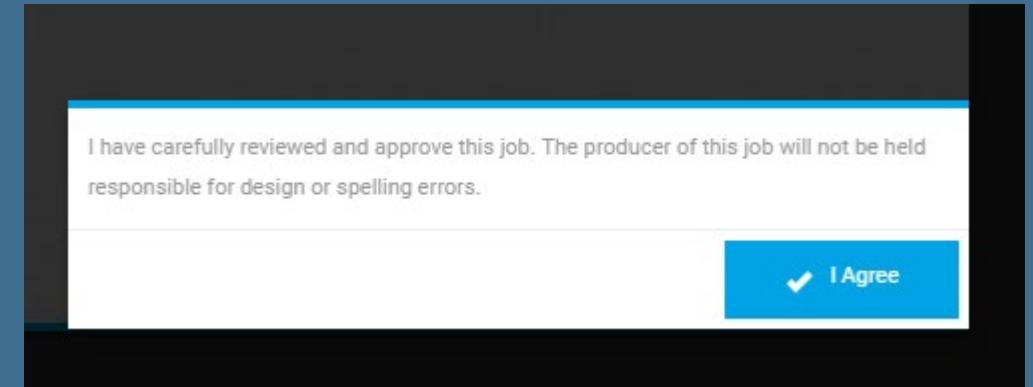
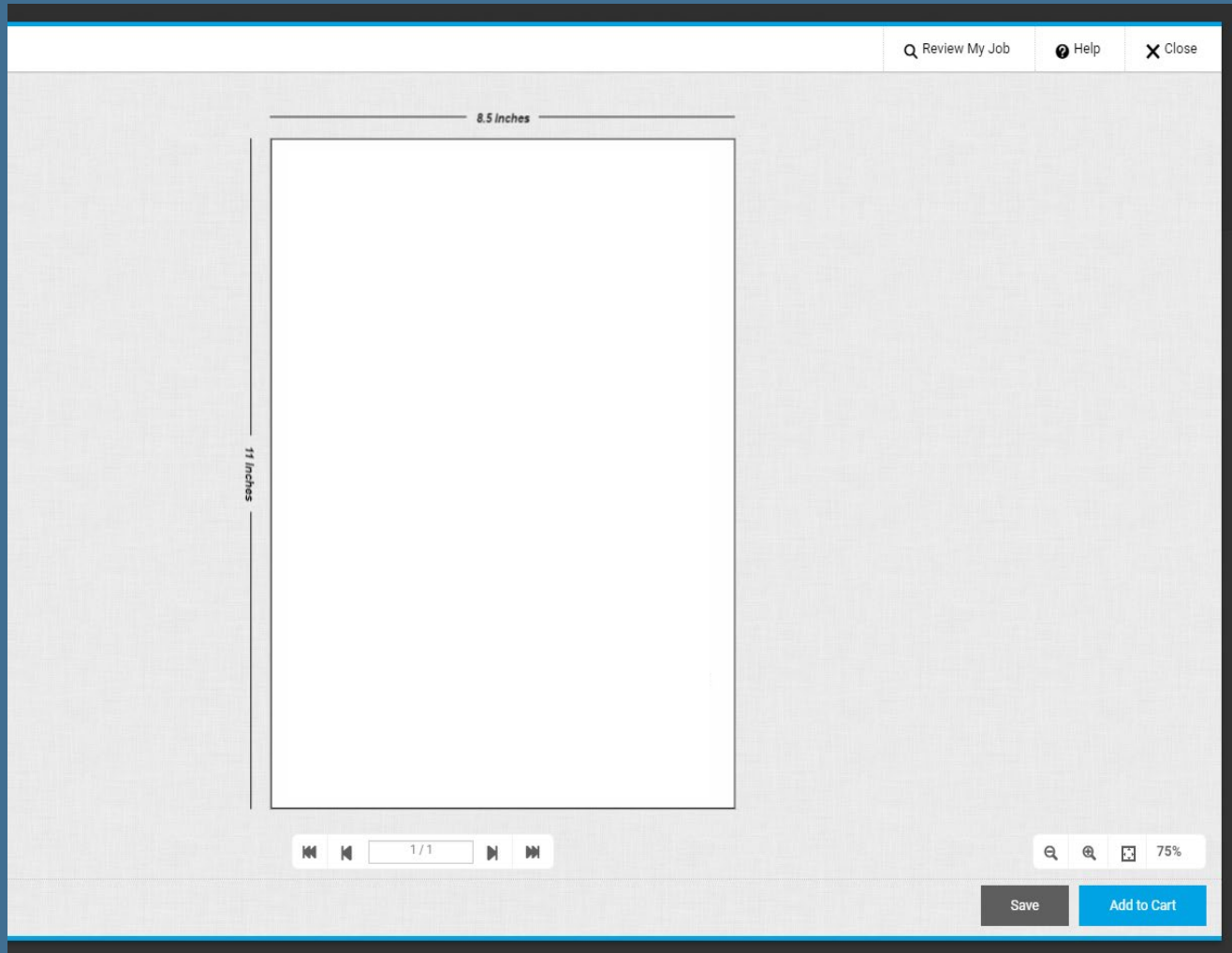
- ☒ *Graphics Provided
Graphics are Print Ready
- ☒ Printing
Print in B&W: One Side
- ☐ Media(Bond 20#)
- ☒ Orientation
Portrait
- ☒ Collate
Do Not Collate
- ☐ Staple
No Stapling
- ☐ Fold
No Folding
- ☐ Drill
No Drill
- ☐ Padding
No Padding
- ☐ Cutting
No Cutting
- ☐ Shrink Wrap
No Shrink Wrap
- ☐ Slipsheets
No
- ☐ Call to Discuss
No
- ☐ Request Proof
No
- ☐ Special Pages
- ☐ Special Instructions
- ☐ Blank Pages

Special Instructions X

Cancel OK


Under SPECIAL INSTRUCTIONS- a separate window will pop up this is were you will type in anything that you were not able to select in the JOB SPECIFICATIONS.


Once done click on ADD TO CART




A pop up will appear, click on the I AGREE
Your order will put in your cart.

Once completed add to cart. You will be then taken back to PRINTING SERVICES menu.




Search Product 



All Categories
Printing Services
Copies / Forms

COPIES / FORMS




Loose • Stapled • Drilled • Brochures • Flyers • Notepads • Postcards

PLEASE READ!!

IF YOU DO NOT SEE A STOCK OR SIZE WHEN SPECIFYING PRINTING OPTIONS PLEASE CLOSE WINDOW AND SELECT CUSTOM PRODUCT IN PREVIOUS SCREEN.


IN THIS CATEGORY:



BUY NOW

PRINTED FORMS

Please select the size you need for your requested item.





BUY NOW


CUSTOM FORM


You will see your order in the cart. If you need to do more orders, follow the previous steps. Once complete click on cart to check out.

CART

Once in your cart you will find the total for your whole order. If you need approval for your order leave in cart until ready then proceed with checkout.







Search Product 

 (1)

CART

Delivery Date

THU June 15 2017 11:00 

Products	Quantity	Unit Price	Total
 <div>TEST Item Name: Loose Forms (B&W) 8.5" x 11" <input type="checkbox"/> Tax Exempt</div>	<div>500</div> <div> Save for later  Remove</div>	\$0.14	\$70.00

← CONTINUE SHOPPING

CLEAR CART

Subtotal:

\$70.00

*Estimated Taxes:

\$5.42

Total:

\$75.42

Proceed to checkout to view final order total, including taxes, fees, shipping.

PROCEED TO CHECKOUT

→

SHIPPING

1

Shipping

2

Payment

3

Finish

Select a shipping address & shipping options

1

*ALL ORDERS REQUIRE A MINIMUM CHARGE OF \$25. If your order is less than \$25 a minimum fee will be added to total.

SHIPMENT 1

Please select a shipment type:

Deliver to Location

ADDRESS

[Add from Address Book](#)

First Name:

LaToya

Last Name:

Ashby

Address Line 1:

7585 Convoy Ct

Address Line 2:

City:

San Diego

State/Province/Region:

CA

Zip/Postal Code:

92111

Phone Number 1:

(858) 650-0818

Company:

Xerox Print Center

Email:

latoya.ashby@xeroxprintcenter.com

Products

TEST

Item Name: Loose Forms (B&W) 8.5" x 11"

Qty	Unit Price	Total
500	\$0.14	\$70.00

Subtotal:

\$70.00

*Estimated Taxes:

\$5.42

Total:

\$75.42

Delivery Instructions

☐ Save to My Address Book

Save

Cancel

You must click save to proceed with checkout.

Add Another Recipient

CONTINUE SHOPPING

PROCEED TO PAYMENT

The shipping address will be the address you entered during registration. If you need to ship to another location edit the address

Finish

When you see this screen your order has been submitted to the Print Center and you have completed your order.

