

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](#) COUNTY OF SAN DIEGO

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

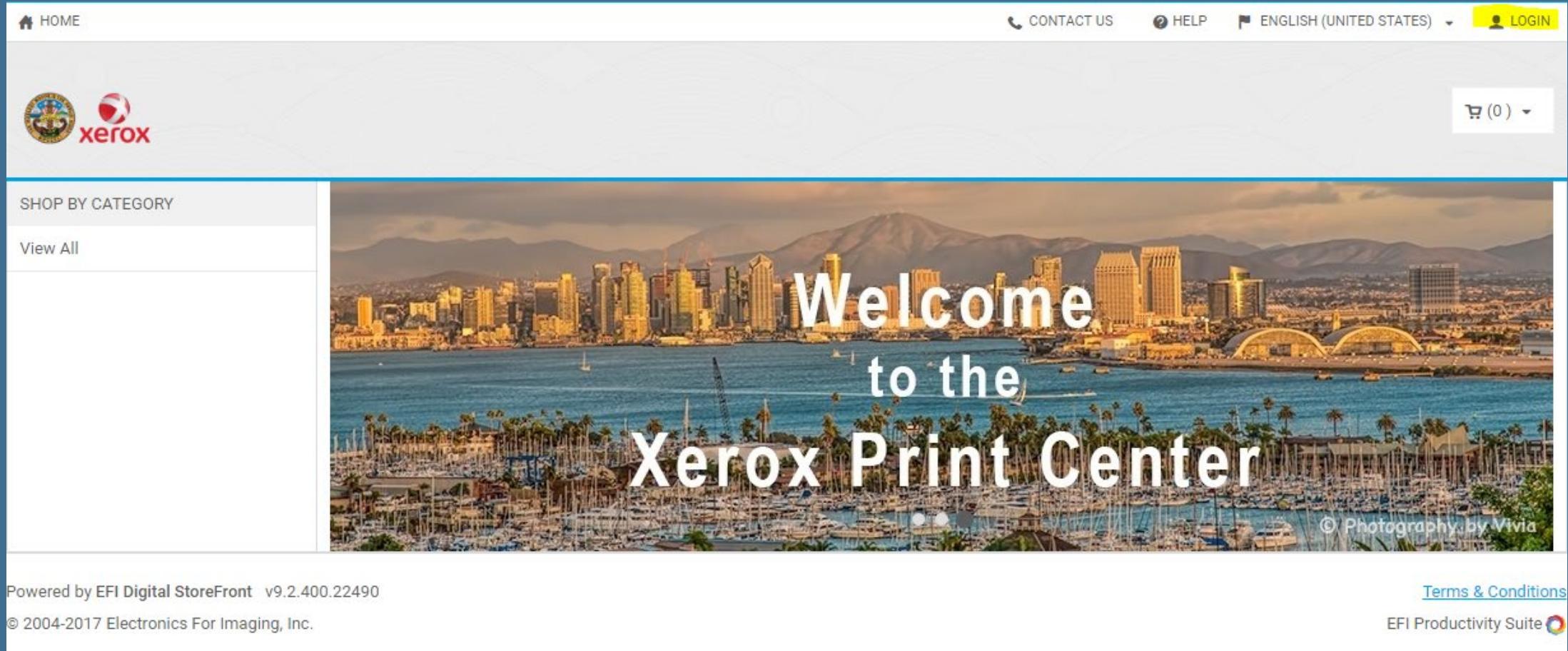
We are here to help

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](#)



The screenshot shows the homepage of the Xerox Print Center website. At the top, there is a navigation bar with links for 'HOME', 'CONTACT US', 'HELP', 'ENGLISH (UNITED STATES)', and 'LOGIN'. The 'LOGIN' button is highlighted with a yellow background. Below the navigation bar, the Xerox logo is displayed. To the right of the logo is a shopping cart icon showing '(0)'. On the left side, there is a sidebar with a 'SHOP BY CATEGORY' section containing a 'View All' link. The main content area features a large banner image of a city skyline at sunset, with the text 'Welcome to the Xerox Print Center' overlaid in white. In the bottom right corner of the banner, there is a credit line '© Photography by Vivia'. At the bottom of the page, there are links for 'Powered by EFI Digital StoreFront v9.2.400.22490', 'Terms & Conditions', '© 2004-2017 Electronics For Imaging, Inc.', and 'EFI Productivity Suite' with its logo.

HOME

CONTACT US

HELP

ENGLISH (UNITED STATES)

LOGIN

xerox

SHOP BY CATEGORY

View All

Welcome to the Xerox Print Center

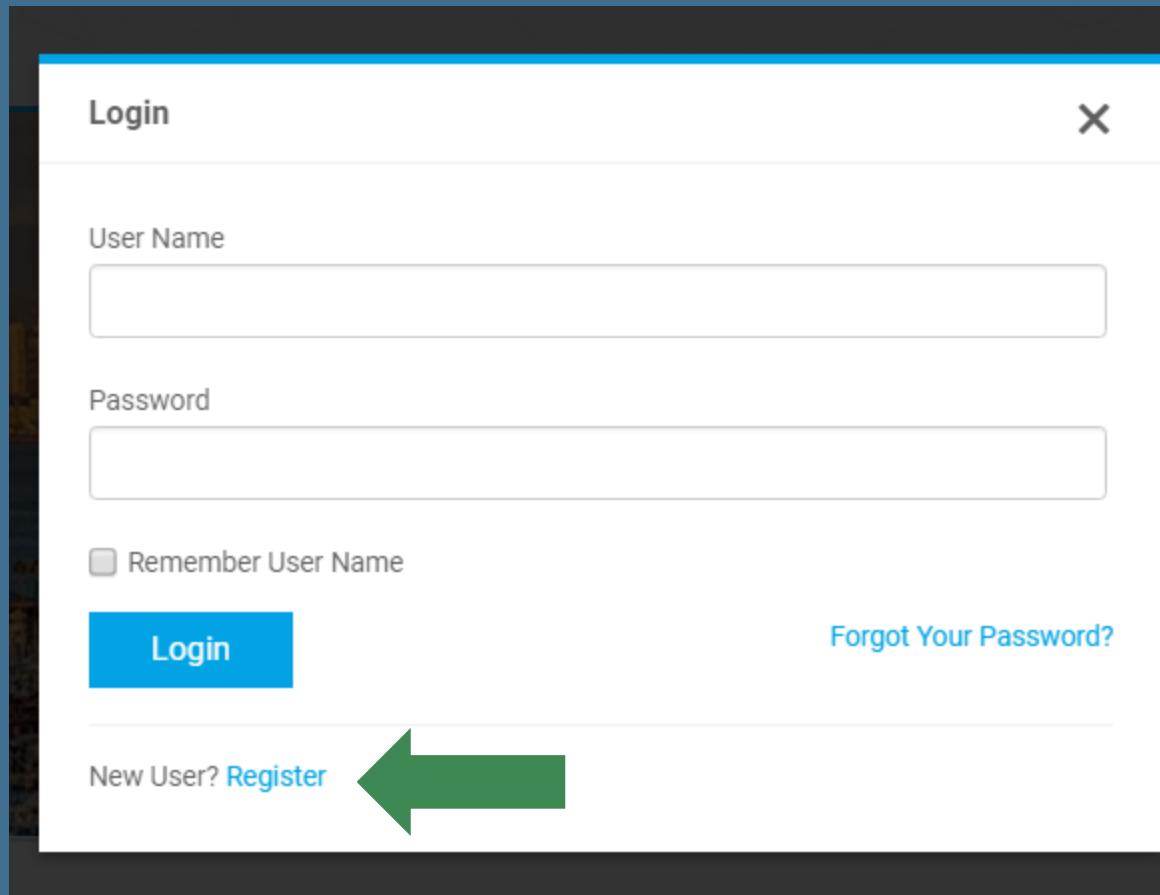
© Photography by Vivia

Powered by EFI Digital StoreFront v9.2.400.22490

Terms & Conditions

© 2004-2017 Electronics For Imaging, Inc.

EFI Productivity Suite



CREATE AN ACCOUNT

Contact Information

First Name

Last Name

* Email

Phone Number 1

Phone Number 2

Title

Company

 Agriculture, Weights & Measures ▾

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



Account Information

* User Name

* Password

* Re-enter Password

* Secret Question

What high school did you graduate from? ▾

* Security Answer

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

Release

Cancel

Under Customer PO please enter: 999999999



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

xerox

SHOP BY CATEGORY

- [View All](#)
- [Printing Services](#)
- [Supplies / Static Products](#)
- [Forms Catalog](#)

© Photography by Vivia

Welcome to the Xerox Print Center

FEATURED CATEGORIES

PRINTING SERVICES	SUPPLIES / STATIC PRODUCTS	HHSA FORMS CATALOG	CUSTOM JOBS
BROWSE	BROWSE	BROWSE	BROWSE

Folders • Dividers • Service Awards •
Paper • Probation

To start your order, go to Printing Services.

HOME CONTACT US HELP ENGLISH (UNITED STATES) 

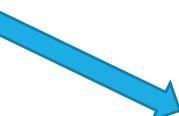
 

SHOP BY CATEGORY

- [View All](#)
- [Printing Services](#)
- [Supplies / Static Products](#)

FEATURED CATEGORIES

 PRINTING SERVICES BROWSE	 SUPPLIES / STATIC PRODUCTS <small>Folders • Dividers • Service Awards • Paper • Probation</small> BROWSE	 HHSA FORMS CATALOG BROWSE	 Custom Jobs BROWSE
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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](#)

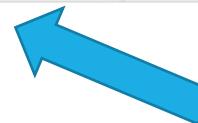
INFORMATIONAL ITEMS

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!!

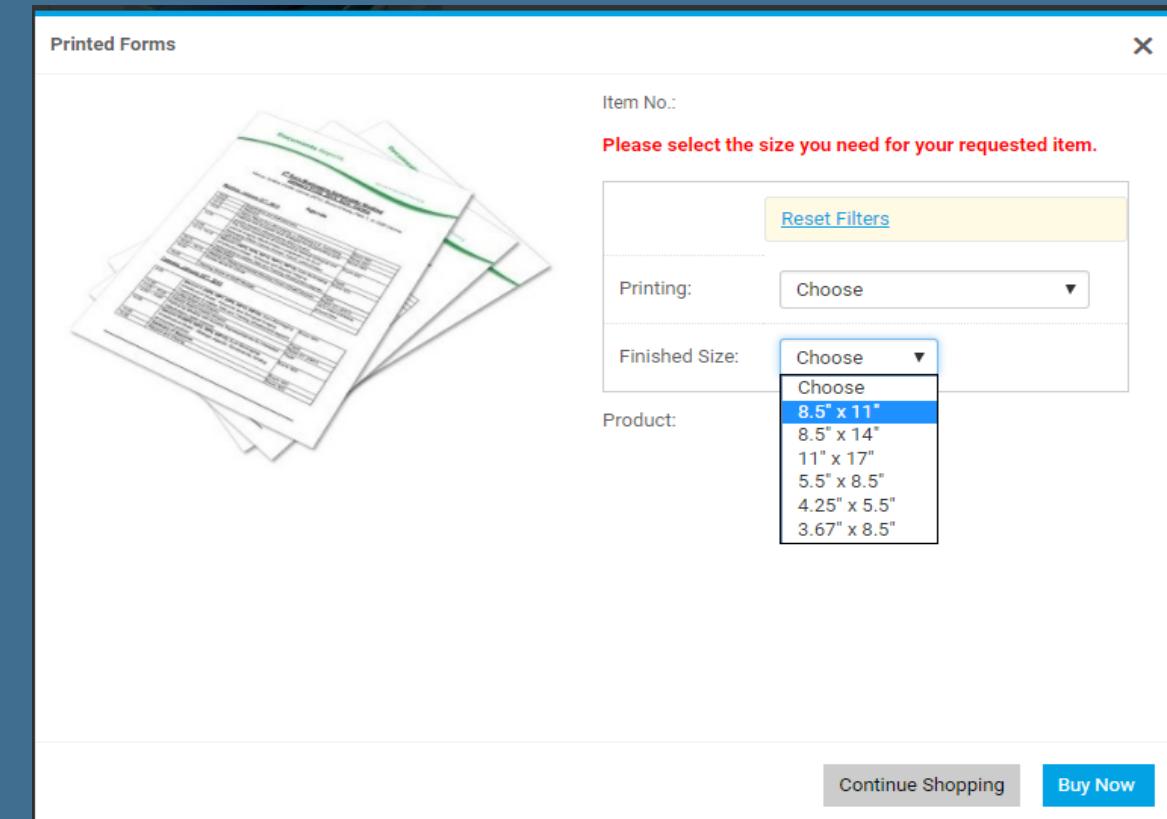
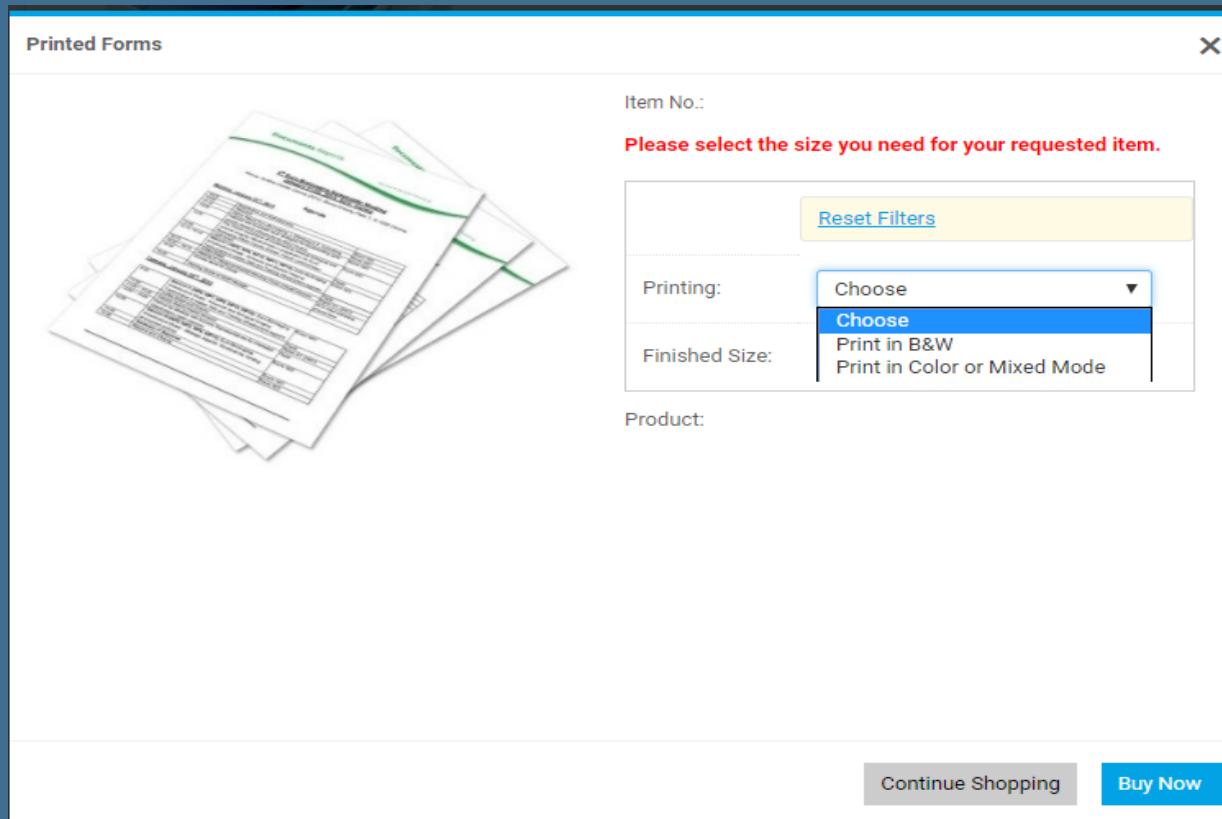
IF YOU DO NOT SEE A STOCK OR SIZE WHEN SPECIFYING PRINTING OPTIONS PLEASE CLOSE WINDOW AND SELECT CUSTOM PRODUCT IN PREVIOUS SCREEN.

IN THIS CATEGORY:

 BUY NOW	 BUY NOW
PRINTED FORMS Please select the size you need for your requested item.	CUSTOM FORM

Then click BUY NOW

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



Then click
BUY NOW

BUY NOW will take you to the screen below

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

Review My Job Help Close

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

8.5 Inches

11 Inches

Page 1

1 / 1

Save Add to Cart

77%

Unit Price \$0.04 Total Price \$0.04

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

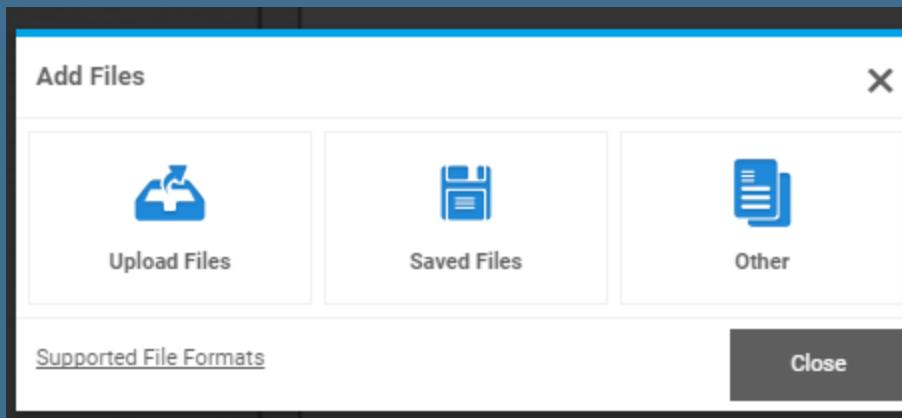


Slipsheets
No



Call to Discuss

Go to ADD FILES



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

Go to ADD FILES

The screenshot shows a user interface for a printing service. At the top, a blue header bar contains the text "Loose Forms (B&W) 8.5" x 11". To the right are three buttons: "Review My Job", "Help", and "Close". The main content area is titled "Loose Forms (B&W) 8.5" x 11". On the left, a sidebar titled "Job Specifications" lists various printing options with checkboxes and dropdown menus. A large blue arrow points from the text "Enter job name and quantity needed" to the "Job Name" and "Quantity" fields. Another large blue arrow points from the text "Your file will show here once uploaded" to a large empty rectangular area labeled "8.5 Inches" at the top and "11 Inches" on the right, which is intended for file uploads. At the bottom, there are buttons for "Save" and "Add to Cart", along with a search icon and a zoom level of 77%.

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

Files Add Files

* Job Name ?

* Quantity ? * Pages ?

1 1

Job Specifications

*Graphics Provided ?
Graphics are Print Ready

Printing ?
Print in B&W: One Side

Media(Bond 20#)

A Orientation ?
Portrait

1-3 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

Enter job name and quantity needed

8.5 Inches

11 Inches

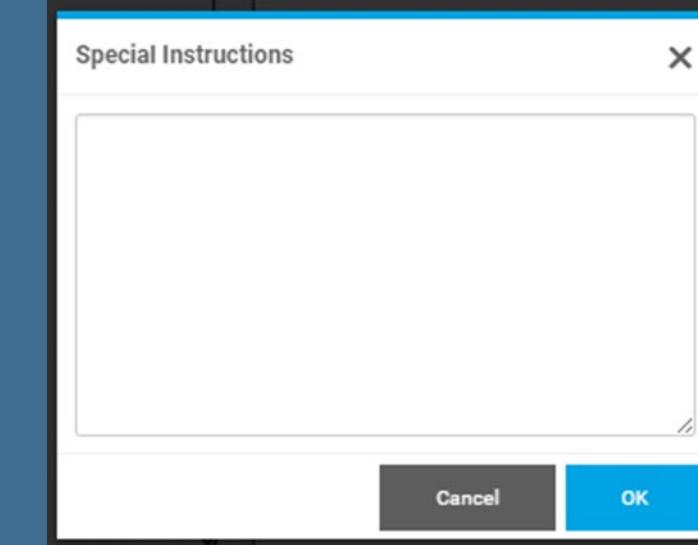
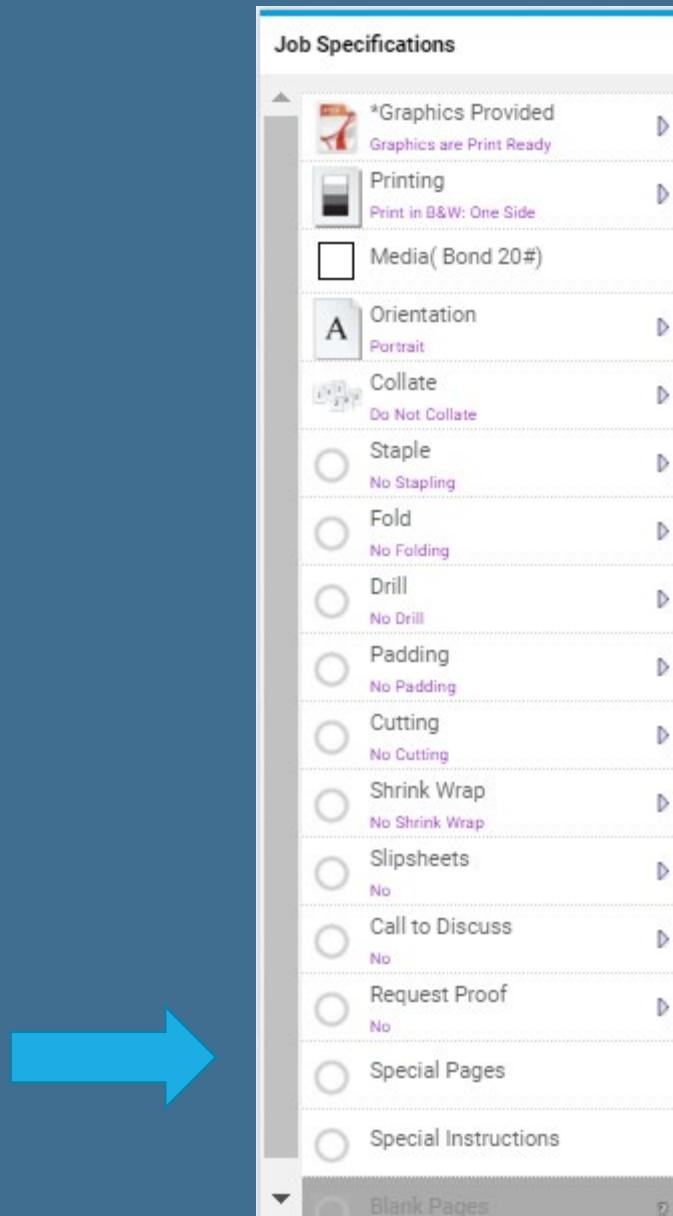
Page 1

1 / 1

Save Add to Cart

77%

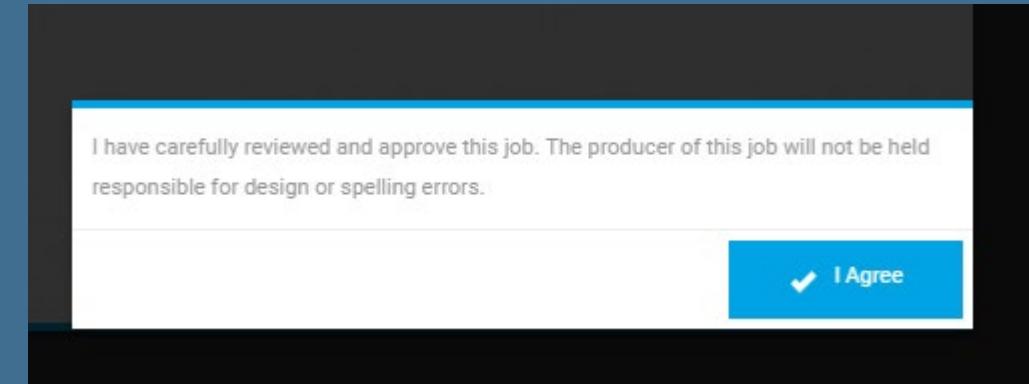
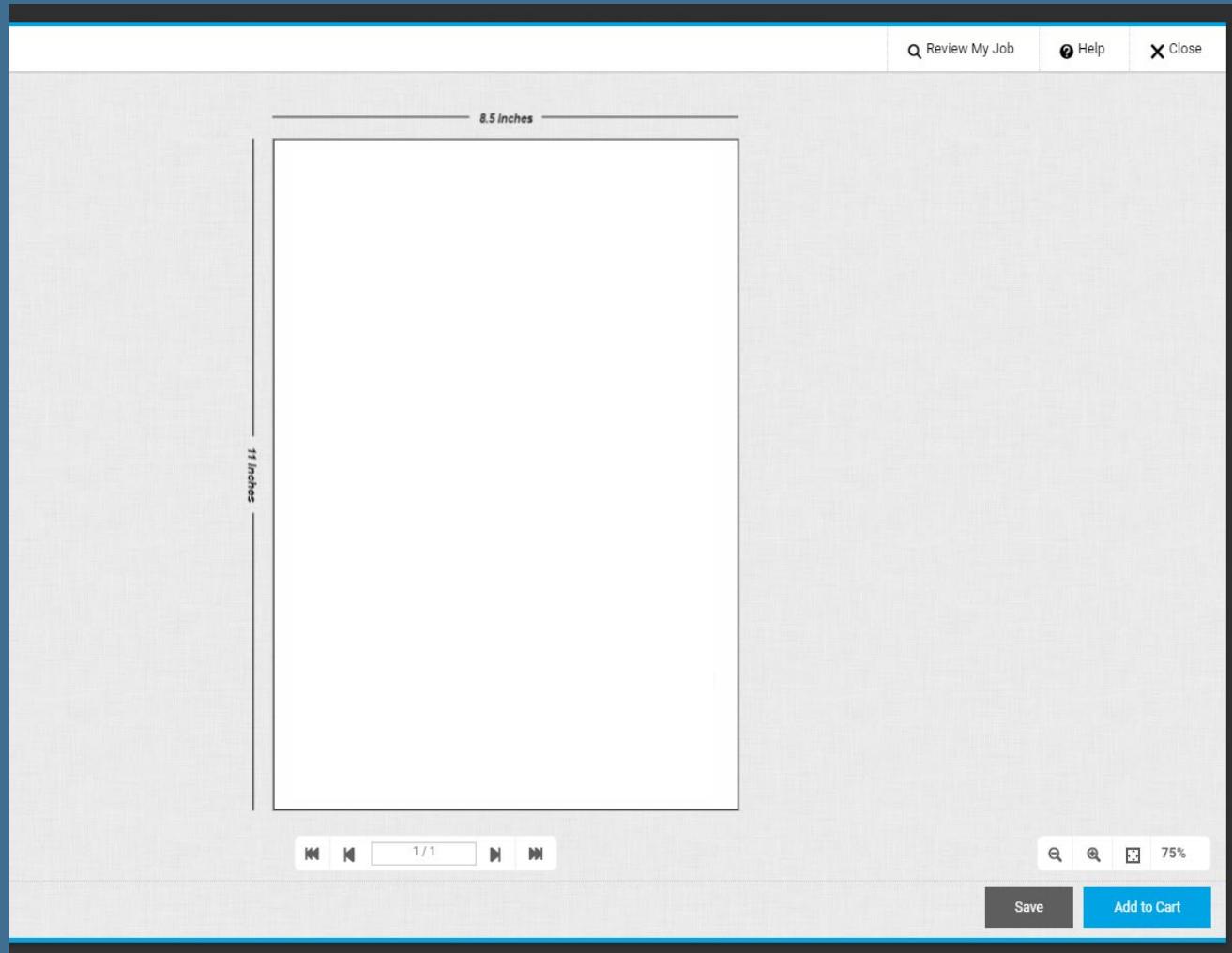
Job Specifications



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

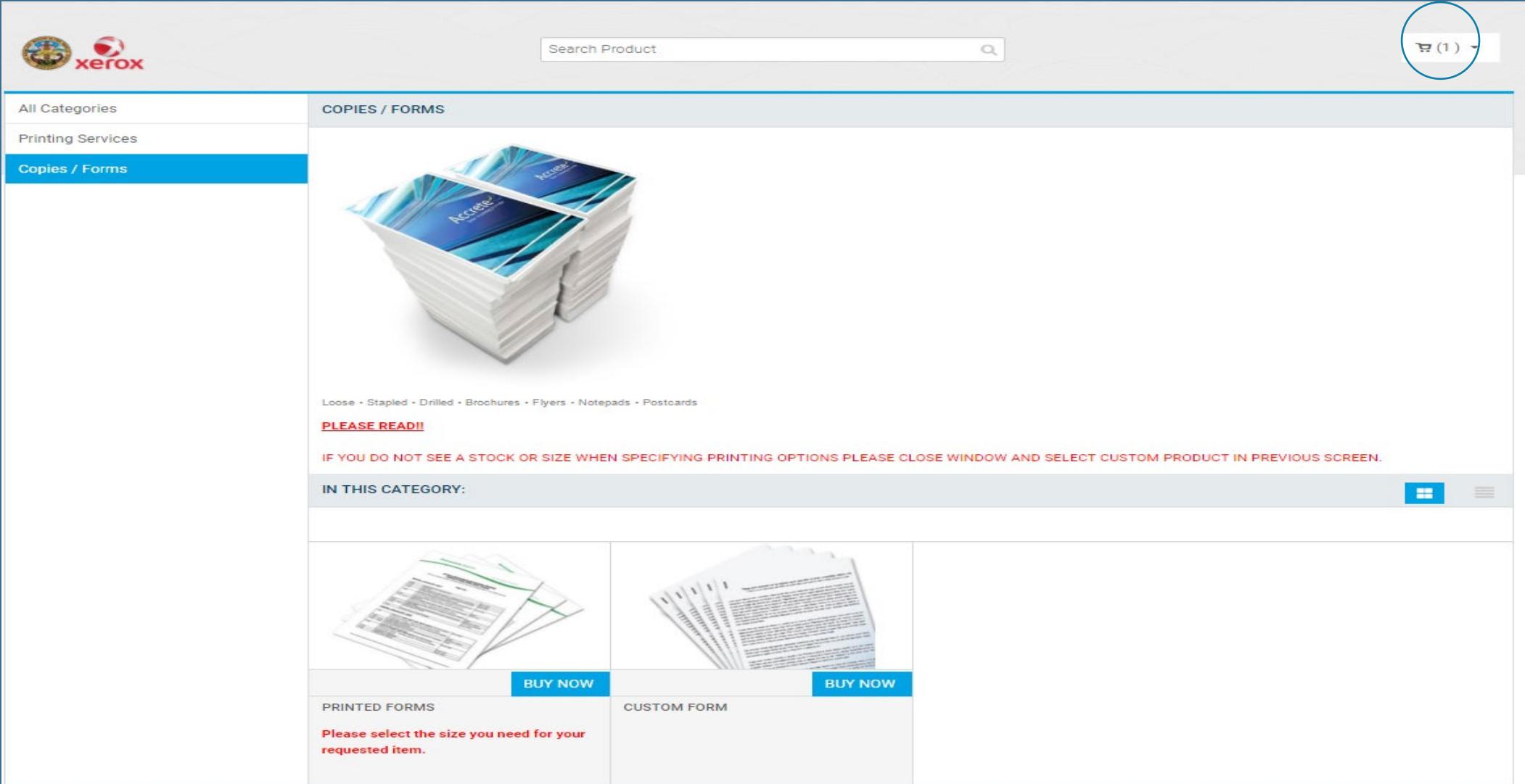
Under SPECIAL INSTRUCTIONS- a separate window will pop up this is were you will type in anything that you were not able to select in the JOB SPECIFICATIONS.

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.



The screenshot shows the Xerox Printing Services website interface. The top navigation bar includes the Xerox logo, a search bar labeled 'Search Product', and a shopping cart icon showing '(1)'. The left sidebar has a navigation menu with 'All Categories', 'Printing Services', and 'Copies / Forms' selected, which is highlighted with a blue background. The main content area is titled 'COPIES / FORMS' and features a large image of a stack of business cards. Below the image, there is a list of product types: 'Loose • Stapled • Drilled • Brochures • Flyers • Notepads • Postcards'. A red 'PLEASE READ!!' link is present, followed by a note: 'IF YOU DO NOT SEE A STOCK OR SIZE WHEN SPECIFYING PRINTING OPTIONS PLEASE CLOSE WINDOW AND SELECT CUSTOM PRODUCT IN PREVIOUS SCREEN.' A 'IN THIS CATEGORY:' section shows two options: 'PRINTED FORMS' (with an image of a document) and 'CUSTOM FORM' (with an image of a document). Each option has a 'BUY NOW' button. A red note at the bottom of the 'PRINTED FORMS' section says: 'Please select the size you need for your requested item.'

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.



🔍

🛒 (1) ▾

CART

Delivery Date **THU June 15 2017 11:00** 🕒

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

❤️ Save for later Remove

Subtotal: **\$70.00**
*Estimated Taxes: **\$5.42**
Total: **\$75.42**

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

⬅ CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT ➡

SHIPPING

1

Shipping

2

Payment

3

Finish

Select a shipping address & shipping options

*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.

