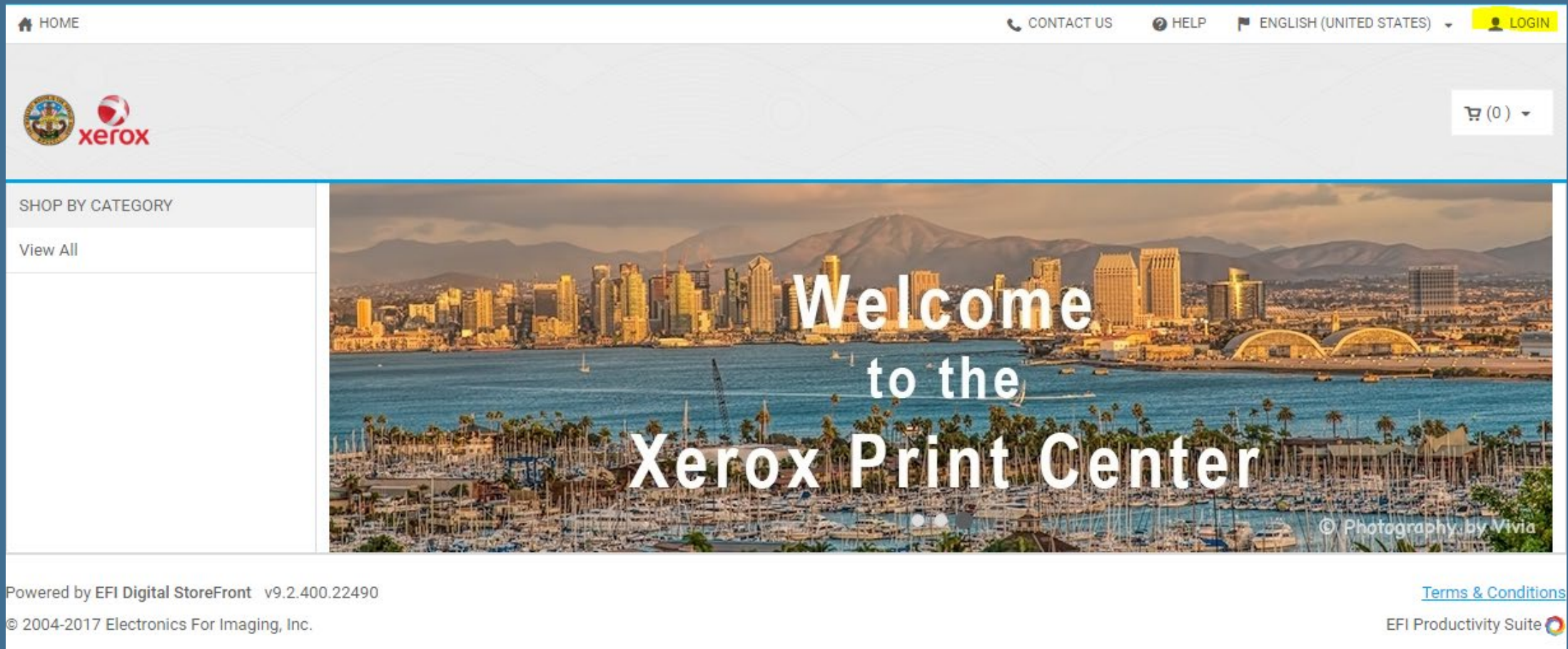


How to request a quote on  
Xerox Print Center new ordering  
system

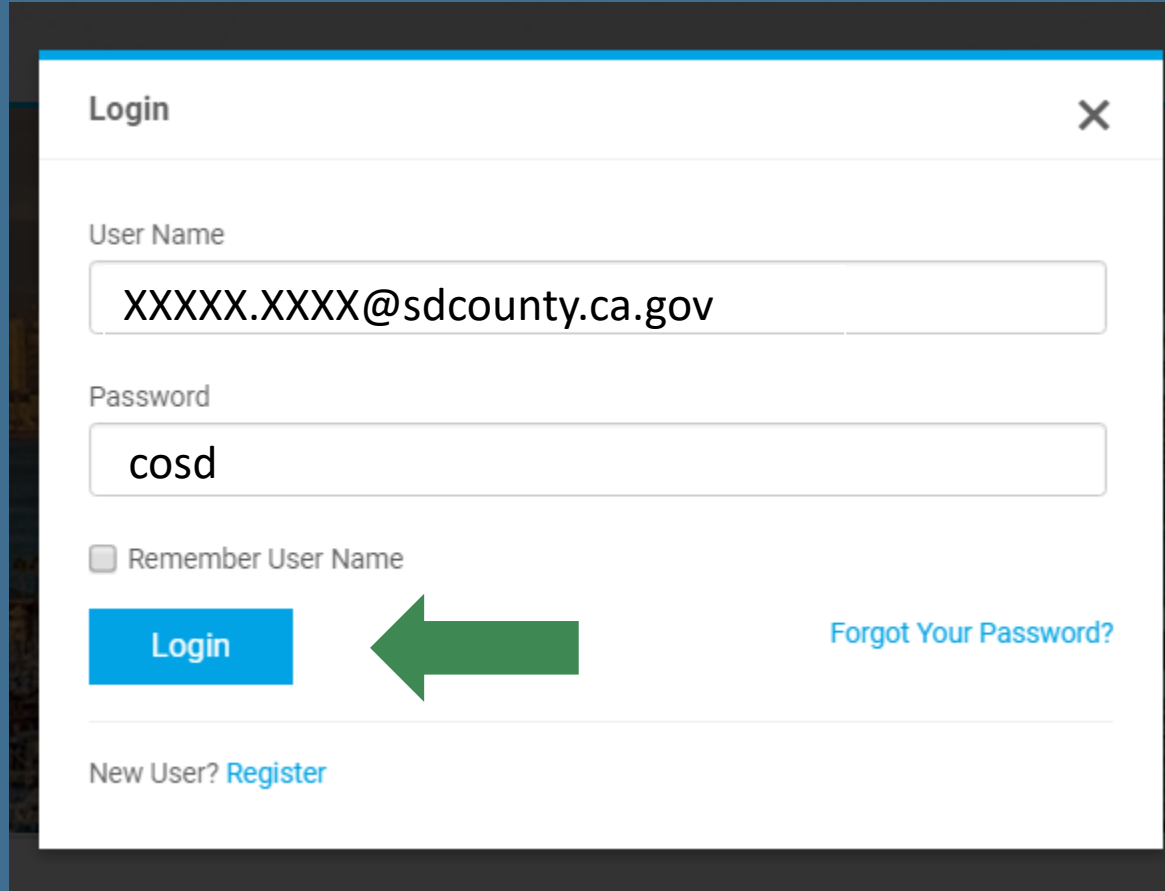
Please click on the hyperlink below  
[Xerox Print Center Digital Storefront](#)

The link will take you to our new ordering system

[Go to LOGIN](#)



your login name is your complete email address ([XXXXXX.XXXX@sdcounty.ca.gov](mailto:XXXXXX.XXXX@sdcounty.ca.gov)) and your password is cosd.



The image shows a login window titled "Login" with a close button (X) in the top right corner. It contains two input fields: "User Name" with the text "XXXXXX.XXXX@sdcounty.ca.gov" and "Password" with the text "cosd". Below the password field is a checkbox labeled "Remember User Name". A blue "Login" button is positioned to the left of a green arrow pointing left, which is in turn to the left of a blue link "Forgot Your Password?". At the bottom, there is a link "New User? Register".

Login

User Name

XXXXXX.XXXX@sdcounty.ca.gov

Password

cosd

☐ Remember User Name

Login

[Forgot Your Password?](#)

New User? [Register](#)

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



HOME CONTACT US HELP ENGLISH (UNITED STATES) Your name here




SHOP BY CATEGORY

- View All
- Printing Services
- Supplies / Static Products
- HHSA Forms Catalog

Welcome to the Xerox Print Center

© Photography by Vivian


FEATURED CATEGORIES

 BROWSE PRINTING SERVICES	 BROWSE SUPPLIES / STATIC PRODUCTS Folders • Dividers • Service Awards • Paper • Probation	 BROWSE HHSA FORMS CATALOG	Custom Jobs BROWSE CUSTOM JOBS
---	---	---	--------------------------------------



# Go to My Profile - Update your profile information

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



SHOP BY CATEGORY

[View All](#)

[Printing Services](#)

[Supplies / Static Products](#)

[HHSA Forms Catalog](#)



Welcome to the Xerox Print Center

© Photography by Vivian

ORDER HISTORY & STATUS

**MY PROFILE**

[ADDRESS BOOK](#)

[MY SAVED FILES](#)


[MY SAVED JOBS](#)

[MY DOWNLOADS](#)

[LOGOUT BUYER](#)


[LOGOUT](#)

FEATURED CATEGORIES



[BROWSE](#)


PRINTING SERVICES



[BROWSE](#)

SUPPLIES / STATIC PRODUCTS

Folders • Dividers • Service Awards • Paper • Probation



[BROWSE](#)

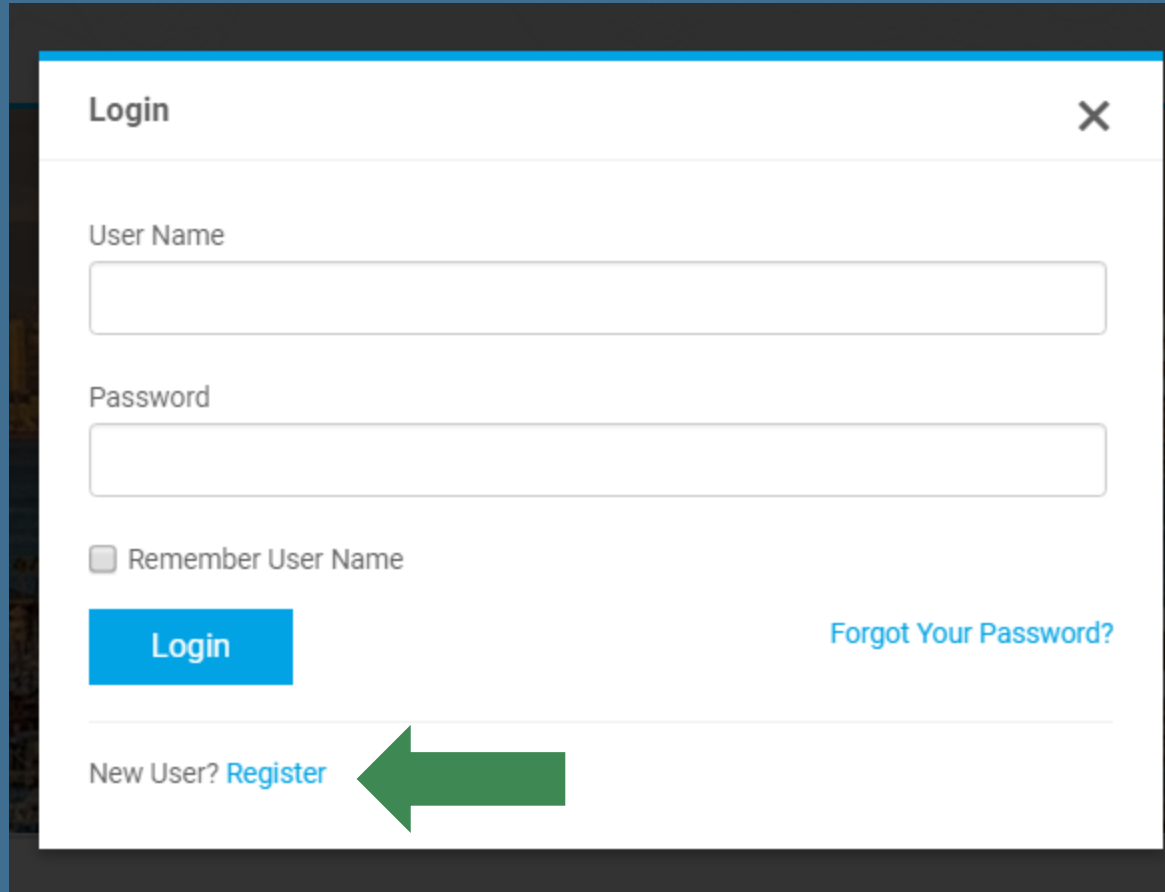
HHSA FORMS CATALOG

Custom Jobs

[BROWSE](#)

CUSTOM JOBS

If you have not ordered in the last two years, you will have to register



The image shows a login form with a title bar labeled "Login" and a close button (X). The form contains two input fields: "User Name" and "Password". Below the "Password" field is a checkbox labeled "Remember User Name". A blue "Login" button is positioned to the left of a blue link "Forgot Your Password?". At the bottom of the form, there is a horizontal line, followed by the text "New User? Register". A large green arrow points from the right towards the "Register" link.

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](#)

---

To start your quote, go to Request A Quote/Custom Jobs.

The screenshot shows the Xerox Print Center website. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, and a language selector set to ENGLISH (UNITED STATES). A user profile icon labeled 'Your name here' is also present. Below the navigation bar, the Xerox logo is on the left, and a shopping cart icon showing '(0)' is on the right. A large banner image of a city skyline at sunset features the text 'Welcome to the Xerox Print Center'. To the left of the banner is a 'SHOP BY CATEGORY' sidebar with links: View All, Printing Services, Supplies / Static Products, and HHSA Forms Catalog. Below the banner is a 'FEATURED CATEGORIES' section with four tiles. The first tile shows a large Xerox printer with a 'BROWSE' button and is labeled 'PRINTING SERVICES'. The second tile shows a blue folder with the County of San Diego seal, a 'BROWSE' button, and is labeled 'SUPPLIES / STATIC PRODUCTS' with sub-items: Folders • Dividers • Service Awards • Paper • Probation. The third tile shows the County of San Diego Health and Human Services Agency logo, a 'BROWSE' button, and is labeled 'HHSA FORMS CATALOG'. The fourth tile is teal with the text 'Custom Jobs', a 'BROWSE' button, and is labeled 'CUSTOM JOBS'. A blue arrow points to the 'BROWSE' button for Custom Jobs.

HOME CONTACT US HELP ENGLISH (UNITED STATES) Your name here

xerox

SHOP BY CATEGORY

- View All
- Printing Services
- Supplies / Static Products
- HHSA Forms Catalog

Welcome to the Xerox Print Center

© Photography by Vivian

FEATURED CATEGORIES

PRINTING SERVICES BROWSE

SUPPLIES / STATIC PRODUCTS BROWSE

- Folders • Dividers • Service Awards • Paper • Probation

HHSA FORMS CATALOG BROWSE

CUSTOM JOBS BROWSE



Select CUSTOM STANDARD PRINTING- unless you it is an NCR form

HOME CONTACT US HELP ENGLISH (UNITED STATES)

0

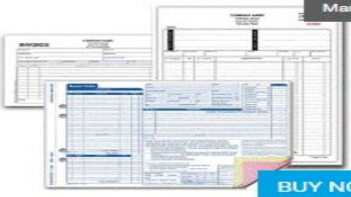
All Categories  
Printing Services  
Custom Jobs

CUSTOM JOBS

# Custom Jobs

IN THIS CATEGORY:


Manage



BUY NOW

CUSTOM NCR FORM


Manage



BUY NOW

CUSTOM STANDARD PRINTING


Manage



BUY NOW

CUSTOM WIDE FORMAT PRINTING

Manage



BUY NOW

DESIGN ONLY

Please indicate in the special instructions, which designer you are using, if known.

Select the product from the drop down, for your orders select OTHER or CUSTOM SIZE.

Custom Standard Printing

Item No.:

Turn Around Time: 10 (Day)

[Reset Filters](#)

Product: Other

Product: Custom Small Format

[Continue Shopping](#) [Buy Now](#)

Custom NCR Form

Item No.:

[Reset Filters](#)

Finished Size: Choose

Product: Choose Custom Size

[Continue Shopping](#) [Buy Now](#)

Then click  
BUY NOW

# BUY NOW will take you to the screen below

Custom Small Format

Review My JobHelpClose

FilesAdd Files

\* Job Name

\* Quantity

1

\* Pages

1

Job Specifications

Finished Size

Quote Required

No Price Quote Required

\*Graphics Provided

File Manipulation Required

Proofs

Digital Proof (Included)

Printing

Print in B&W: One Side

Outside Stock Type

Bond / Writing Copy / Multiuse

Outside Stock Finish

Smooth (Uncoated)

Outside Stock Color

White

Outside Cover

No Cover

Outside Numbering

No Numbering

Collate

Do Not Collate

Outside Folding

No Folding

Outside Drilling

No Drilling

8.5 Inches

11 Inches

Page 1

1 / 1

80%

Unit Price \$0.00

Total Price \$0.00

SaveAdd to Cart

## Custom Small Format

Files

Add Files

\* Job Name

\* Quantity

\* Pages

1

1

### Job Specifications

☐ Finished Size

☐ Quote Required

No Price Quote Required

☐ \*Graphics Provided

File Manipulation Required

☐ Proofs

Digital Proof (Included)

☐ Printing

Print in B&W: One Side

☐ Outside Stock Type

Bond / Writing: Copy / Multiuse

☐ Outside Stock Finish

Smooth (Uncoated)

☐ Outside Stock Color

White

☐ Outside Cover

No Cover

☐ Outside Numbering

No Numbering

☐ Collate

Do Not Collate

☐ Outside Folding

No Folding

☐ Outside Drilling

No Drilling

# 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



Files

Add Files

\* Job Name

\* Quantity

1

\* Pages

1

- Job Specifications
- ☐

Finished Size
- ☐

Quote Required  
Provide Price Quote
- ☒

\*Graphics Provided  
Graphics are Print Ready
- ☐

Request Proof  
No
- ☐

Mailing list  
Mailing list
- ☐

Printing  
Print in B&W: One Side
- ☐

Outside Stock Type  
Bond / Writing:Copy / Multiuse
- ☐

Outside Stock Finish  
Smooth (Uncoated)

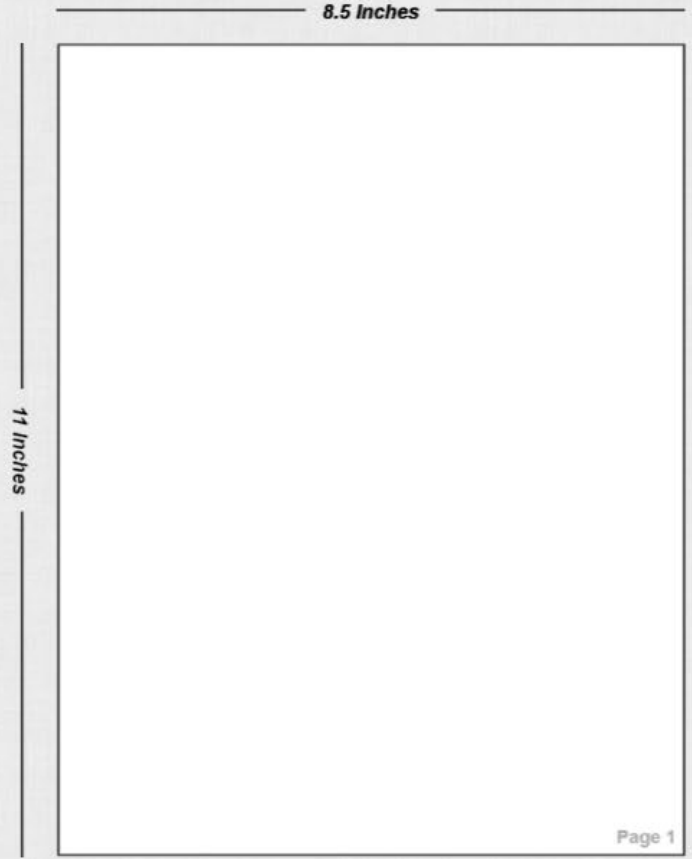
Enter job name and quantity needed

Learn more about these options.

☐ No Price Quote Required  
Not shown in preview

☒ Provide Price Quote  
Not shown in preview

Select Provide Price Quote



Your file will show here once uploaded

## Job Specifications

- ☐ Finished Size
- ☐ Quote Required  
No Price Quote Required
- ☒ \*Graphics Provided  
Graphics are Print Ready
- ☐ Request Proof  
No
- ☒ Mailing list  
Mailing list

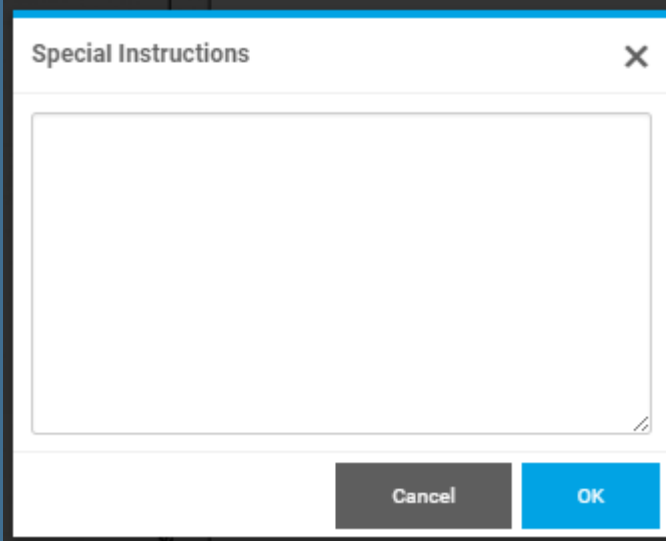
- ☒ Printing  
Print in B&W: One Side
- ☐ Outside Stock Type  
Bond / Writing: Copy / Multiuse
- ☐ Outside Stock Finish  
Smooth (Uncoated)
- ☐ Outside Stock Color  
White
- ☐ Outside Cover  
No Cover
- ☒ Collate  
Do Not Collate
- ☐ Outside Numbering  
No Numbering
- ☐ Outside Folding  
No Folding
- ☐ Binding  
No Binding
- ☐ Outside Drilling  
No Drilling
- ☐ Outside Stapling  
No Stapling
- ☐ Outside Padding  
No Padding

- ☐ Outside Perforating  
No Perforating
- ☐ Outside Lamination  
No Lamination
- ☐ Outside UV Coating  
No UV Coating
- ☐ Outside Shrinkwrap  
No Shrinkwrap
- ☐ Cutting  
No Cutting
- ☐ Tabs  
No Tabs
- ☐ Slipsheets  
No
- ☐ Call to Discuss  
No
- ☐ Special Pages
- ☐ Special Instructions

Change  
your  
document  
size here

# Job Specifications

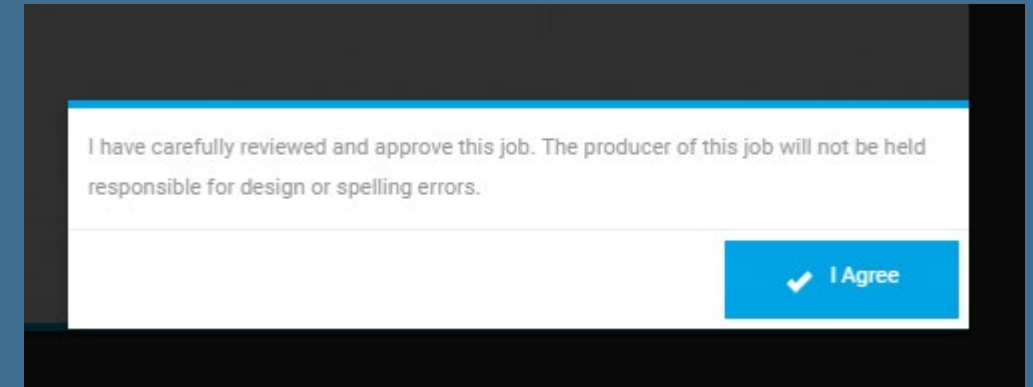
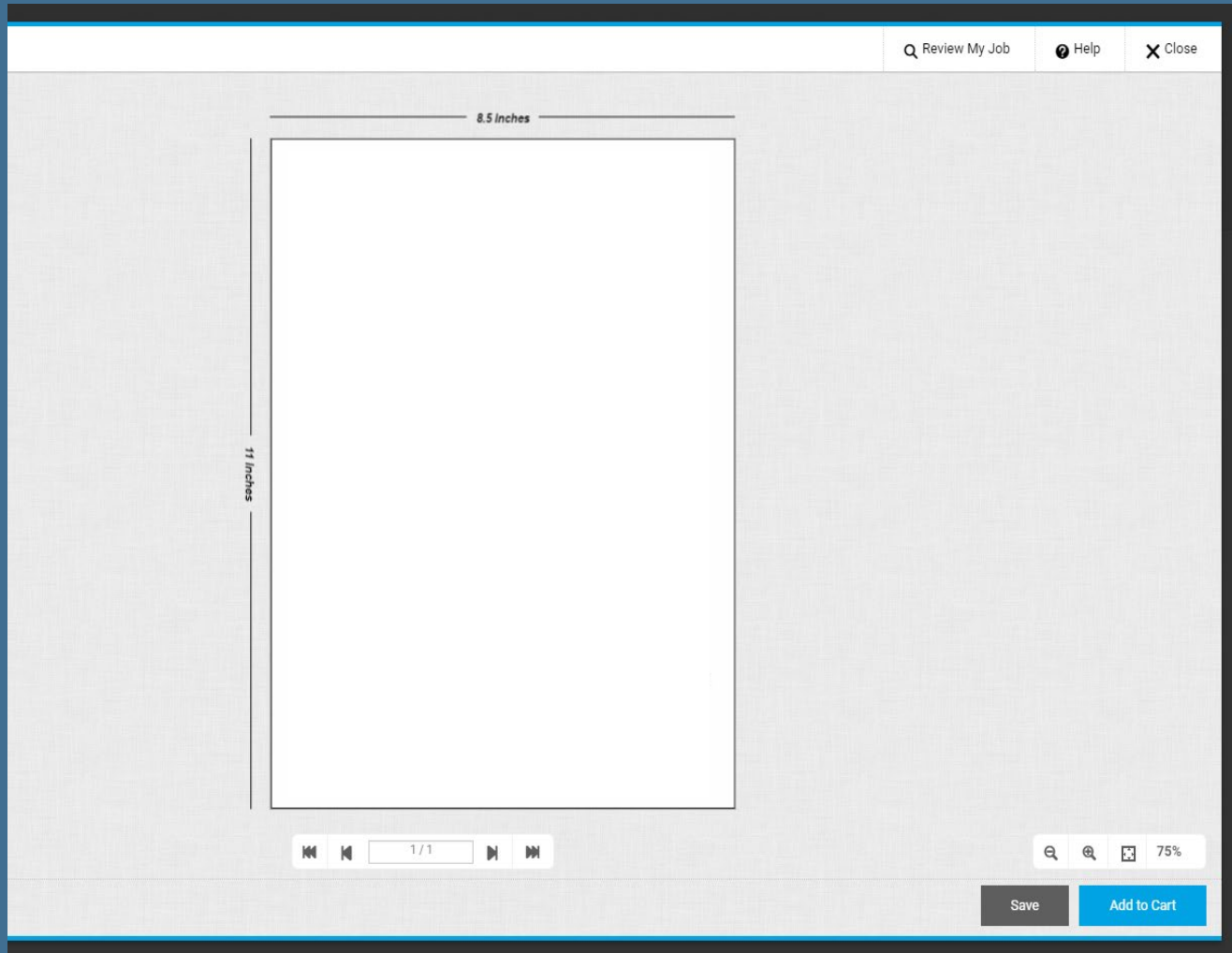
Under Job Specifications, you will choose what you want done to your order. Your selection will be indicated in Purple.



A dialog box titled "Special Instructions" with a close button (X) in the top right corner. It features a large text area for input and two buttons at the bottom: "Cancel" and "OK".

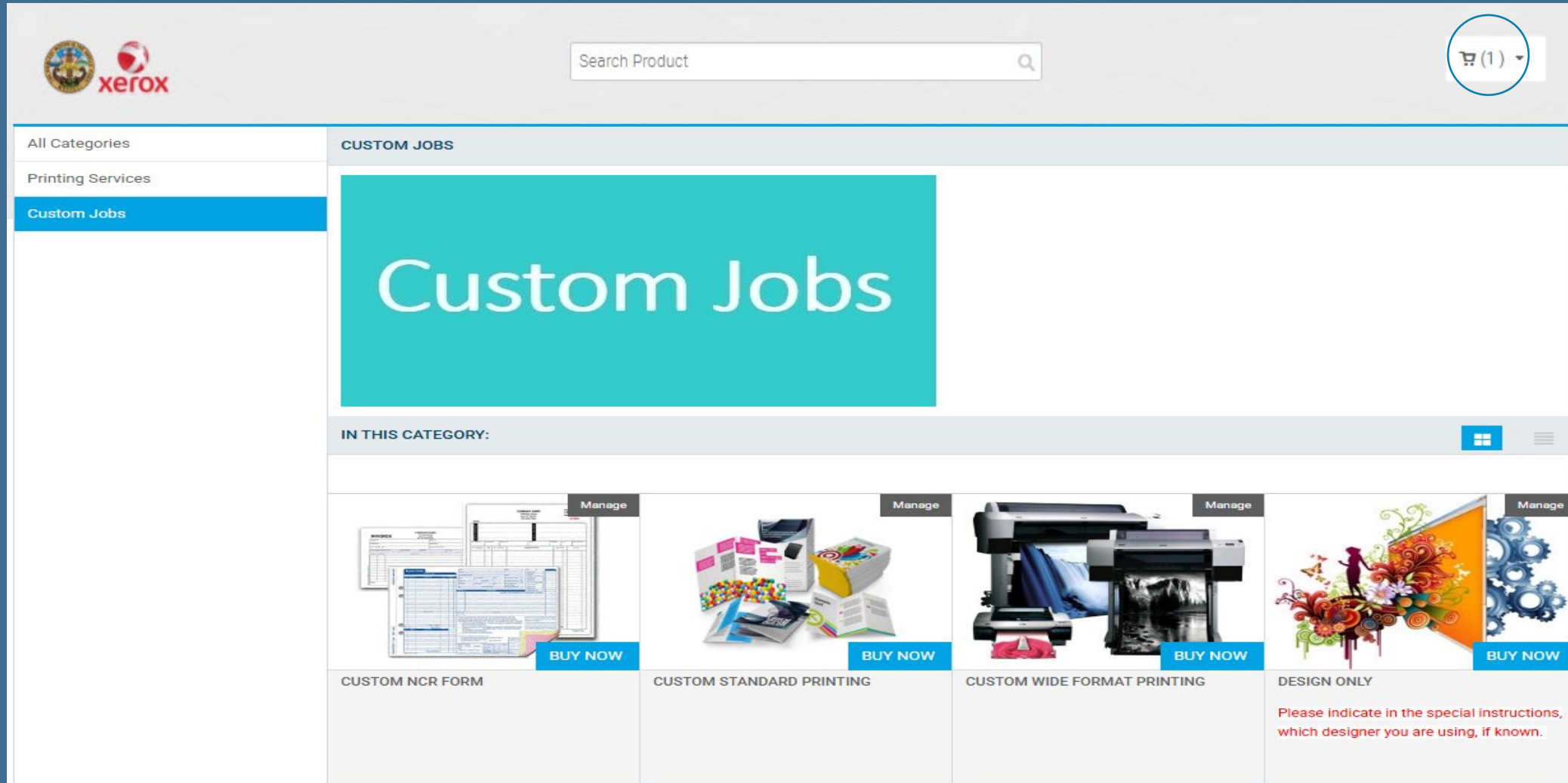
Under SPECIAL INSTRUCTIONS- a separate window will pop up this is where you will type in anything that you were not able to select in the JOB SPECIFICATIONS. Or if you need multiple quantities.

# Once done click on ADD TO CART



A pop up will appear, click on the I AGREE  
Your order will put in your cart and you will be  
taken back to REQUEST A QUOTE / CUSTOM JOBS  
menu.

Once completed add to cart. You will be then taken back to REQUEST A QUOTE menu.



The screenshot displays the Xerox website interface. At the top left is the Xerox logo. A search bar labeled "Search Product" is located at the top center. In the top right corner, a shopping cart icon shows "(1)" item, which is circled in red. On the left side, a navigation menu lists "All Categories", "Printing Services", and "Custom Jobs" (which is highlighted in blue). The main content area is titled "CUSTOM JOBS" and features a large teal banner with the text "Custom Jobs". Below this banner, a section titled "IN THIS CATEGORY:" contains four product tiles, each with a "Manage" button and a "BUY NOW" button. The tiles are: "CUSTOM NCR FORM" (showing various forms), "CUSTOM STANDARD PRINTING" (showing printed materials), "CUSTOM WIDE FORMAT PRINTING" (showing large format printers), and "DESIGN ONLY" (showing a person at a computer with decorative elements). Below the "DESIGN ONLY" tile, there is a red text instruction: "Please indicate in the special instructions, which designer you are using, if known."

Product Category	Image Description	Buttons
CUSTOM NCR FORM	Stack of various forms and documents	Manage, BUY NOW
CUSTOM STANDARD PRINTING	Printed brochures and documents	Manage, BUY NOW
CUSTOM WIDE FORMAT PRINTING	Large format printers and printed images	Manage, BUY NOW
DESIGN ONLY	Person at a computer with decorative elements	Manage, BUY NOW

Please indicate in the special instructions, which designer you are using, if known.

You will see your order in the cart. If you need to do multiple quotes, 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 **FRI August 11 2017 11:30**

Products	Quantity	Unit Price	Total
 <u>Test</u> Item Name: Custom Small Format Turn Around Time : 10 Days Turnaround time does not indicate the shipping date <input type="checkbox"/> Tax Exempt	<input type="text" value="1000"/> <a href="#">♥ Save for later</a> <a href="#">🗑 Remove</a>	Requires Quote	<b>Requires Quote</b>

Subtotal: Requires Quote  
\*Estimated Taxes: \$0.00  
**Total: Requires Quote**

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 &amp; 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:

Last Name:

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:

Products

Test

Item Name: Custom Small Format

Qty	Unit Price	Total
1000	Requires Quote	Requires Quote

Subtotal:

Requires Quote

\*Estimated Taxes:

\$0.00

Total:

Requires Quote

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 that is in your profile. If you need to ship to another location edit the address.

# Finish

When you see this screen your quote is ready to be submitted to the Print Center.

✓

2

3

Shipping

Payment

Finish

How would you like to pay?

ⓘ

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

Request Quote

One or more items in your cart require a price quote from the shop. To request a price quote, click the Send Quote Request button. You will receive an e-mail with the price quote. You can then either accept the quote and complete the process of paying for and placing your order, or you can reject the quote.

Products

Test

Qty	Unit Price	Total
1000	Requires Quote	Requires Quote

Subtotal:

Requires Quote

\*Estimated Taxes:

\$0.00

Total:

Requires Quote

← CONTINUE SHOPPING

SEND QUOTE REQUEST →

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

✓

✓

3

Shipping

Payment

Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number

Status:

Order Date: 8/1/2017 11:55:09 AM PDT

676

[Manual Quote Required](#)

Due Date: 8/11/2017 12:00:00 PM PDT

As of 8/1/2017 11:55:10 AM PDT

Order placed by:

Xerox Print Center  
7585 Convoy Ct  
San Diego  
92111  
(858) 650-0818

SHIPMENT 1

Deliver to Location

ADDRESS

7585 Convoy Ct  
San Diego 92111 (858) 650-0818  
Xerox Print Center

Products

Test

Qty	Unit Price	Total
1000	Requires Quote	Requires Quote

Payment Method:

Deferred Payment

Subtotal

Requires Quote


Taxes

\$0.00

Total

Requires Quote

# Emailed Quote



Tue 8/1/2017 12:00 PM

Xerox Print Center <print@xeroxprintcenter.com>

Xerox Print Center quote approval required

To

Hello User Name,

Thank you for requesting a quote for order #676.

The pre-tax amount is \$35.00.

**This quote is valid for 30 days from receipt.**

Please click the link below, to approve or reject your quote from the Xerox Print Center. "<http://cosxerox.myprintdesk.net/DSF/MyAccount/OrderSummary.aspx?Me/kuTVSB+npHjsQuZdB2IYEKXee6lEmqyK8ZljKTu8c/NrLnSZdFrEs5Yo+NBd7UtdAHdD77Ck+Vj10efGdi0XSqdui2r9poGHfoskaBGQg6152OlCplMSOY/9Z/4xYCNGetZnhE4PkMsqtdsg9g1rTApkNKDcX>"

When your quote is complete you will receive an email with the price and a link. The link will take you to a screen like the one below.

Approve / Decline Order

Enter optional text below as to why you approved or declined this order.

Decline

Approve

After clicking the Approve button you will be prompted for payment.

Order Number  
676

Status:  
**User Approval Required**  
As of 8/1/2017 11:59:33 AM PDT

Order Date: 8/1/2017 11:55:09 AM PDT  
Due Date: 8/1/2017 12:00:00 PM PDT

Order placed by:

Xerox Print Center  
7585 Convoy Ct  
San Diego  
92111  
(858) 650-0818

SHIPMENT 1  
Deliver to Location

ADDRESS  
7585 Convoy Ct  
San Diego 92111 (858) 650-0818  
Xerox Print Center  
latoya.ashby@xeroxprintcenter.com

Products

Test  
Item Name: Custom Small Format  
[Custom SF Other](#)  
1 Page(s)  
Qty  
1000

Payment Method:  
**Deferred Payment**

Subtotal

\$35.00

Taxes

\$2.71

**Total**

**\$37.71**

← CONTINUE SHOPPING

PRINT