

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](#)

HOME

CONTACT US

HELP

ENGLISH (UNITED STATES)

LOGIN

xerox

SHOP BY CATEGORY

View All

Welcome to the Xerox Print Center

© Photography by Vivia

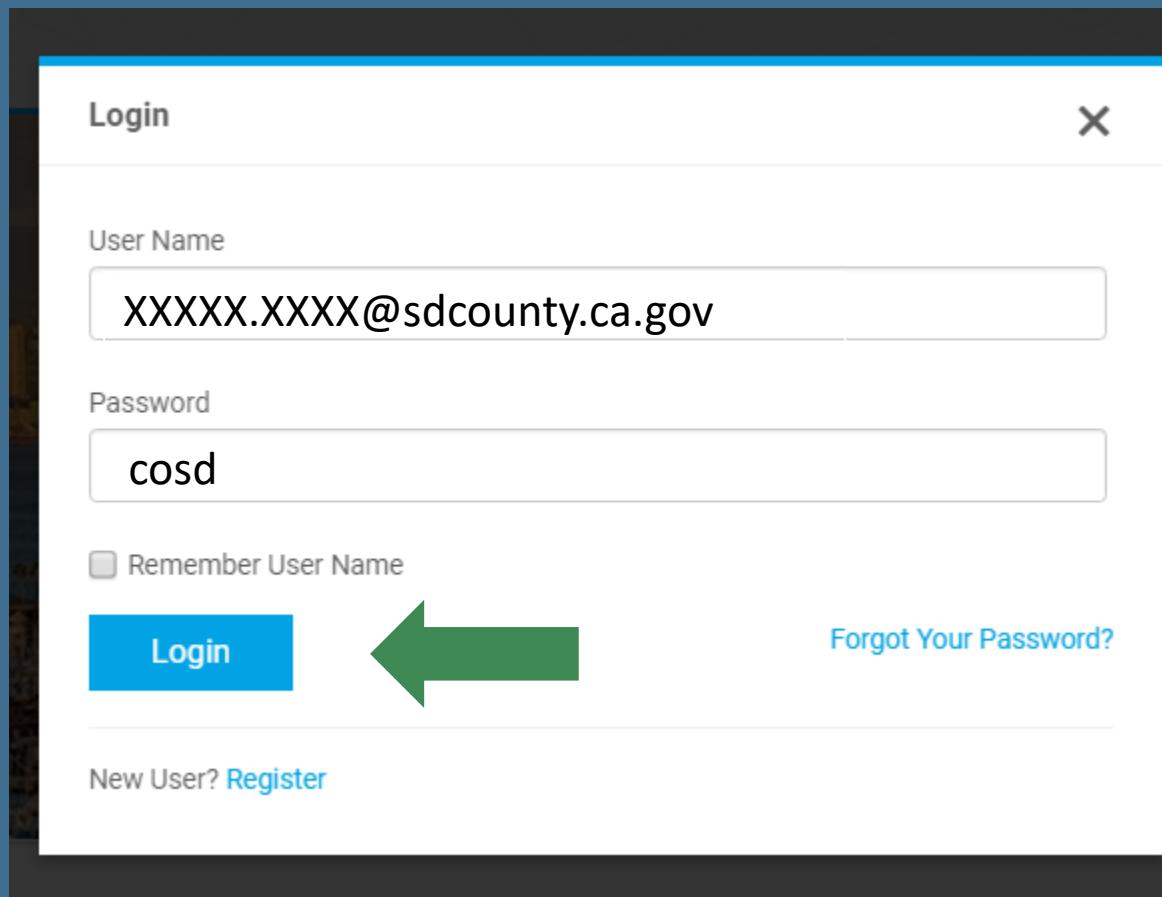
Powered by EFI Digital StoreFront v9.2.400.22490

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Terms & Conditions

EFI Productivity Suite

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



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

 xerox

SHOP BY CATEGORY

[View All](#)

[Printing Services](#)

[Supplies / Static Products](#)

[HHSA Forms Catalog](#)


Welcome
to the
Xerox Print Center
© Photography by Vivia

FEATURED CATEGORIES

 [PRINTING SERVICES](#) [BROWSE](#)

 [SUPPLIES / STATIC PRODUCTS](#) [Folders](#) • [Dividers](#) • [Service Awards](#) • [Paper](#) • [Probation](#) [BROWSE](#)

 [COUNTY OF SAN DIEGO](#)
Health and Human Services Agency [BROWSE](#)

 [Custom Jobs](#) [BROWSE](#)

Go to My Profile - Update your profile information

The screenshot shows the homepage of the Xerox Print Center. At the top, a large banner features a sunset over a city skyline with the text "Welcome to the Xerox Print Center". The Xerox logo is in the top left corner. The top navigation bar includes links for "HOME", "CONTACT US", "HELP", "ENGLISH (UNITED STATES)", and a user profile icon. A vertical sidebar on the right lists "ORDER HISTORY & STATUS", "MY PROFILE" (which is highlighted in blue), "ADDRESS BOOK", "MY SAVED FILES", "MY SAVED JOBS", "MY DOWNLOADS", "LOGOUT BUYER", and "LOGOUT". The main content area on the left has a "SHOP BY CATEGORY" section with links for "View All", "Printing Services", "Supplies / Static Products", and "HHSA Forms Catalog". Below this is a "FEATURED CATEGORIES" section with four items: a large printer icon labeled "PRINTING SERVICES" with a "BROWSE" button, a blue folder icon labeled "SUPPLIES / STATIC PRODUCTS" with a "BROWSE" button, the County of San Diego Health and Human Services Agency logo with a "BROWSE" button, and a teal box labeled "Custom Jobs" with a "BROWSE" button.

HOME

CONTACT US

HELP

ENGLISH (UNITED STATES)

MY PROFILE

ADDRESS BOOK

MY SAVED FILES

MY SAVED JOBS

MY DOWNLOADS

LOGOUT BUYER

LOGOUT

ORDER HISTORY & STATUS

MY PROFILE

ADDRESS BOOK

MY SAVED FILES

MY SAVED JOBS

MY DOWNLOADS

LOGOUT BUYER

LOGOUT

SHOP BY CATEGORY

View All

Printing Services

Supplies / Static Products

HHSA Forms Catalog

Welcome to the Xerox Print Center

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FEATURED CATEGORIES

PRINTING SERVICES

BROWSE

SUPPLIES / STATIC PRODUCTS

Folders • Dividers • Service Awards •
Paper • Probation

BROWSE

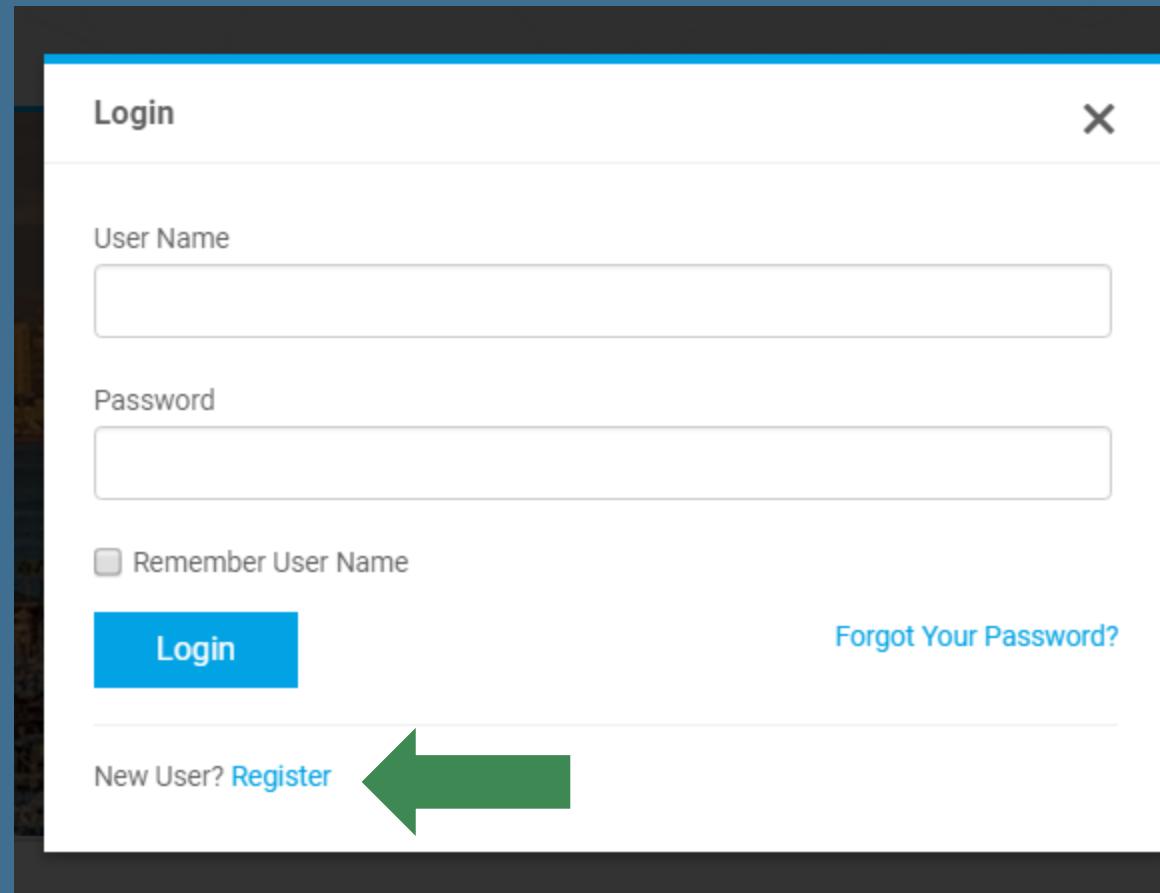
HHSA FORMS CATALOG

BROWSE

Custom Jobs

BROWSE

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



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



To start your quote, go to Request A Quote/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](#)

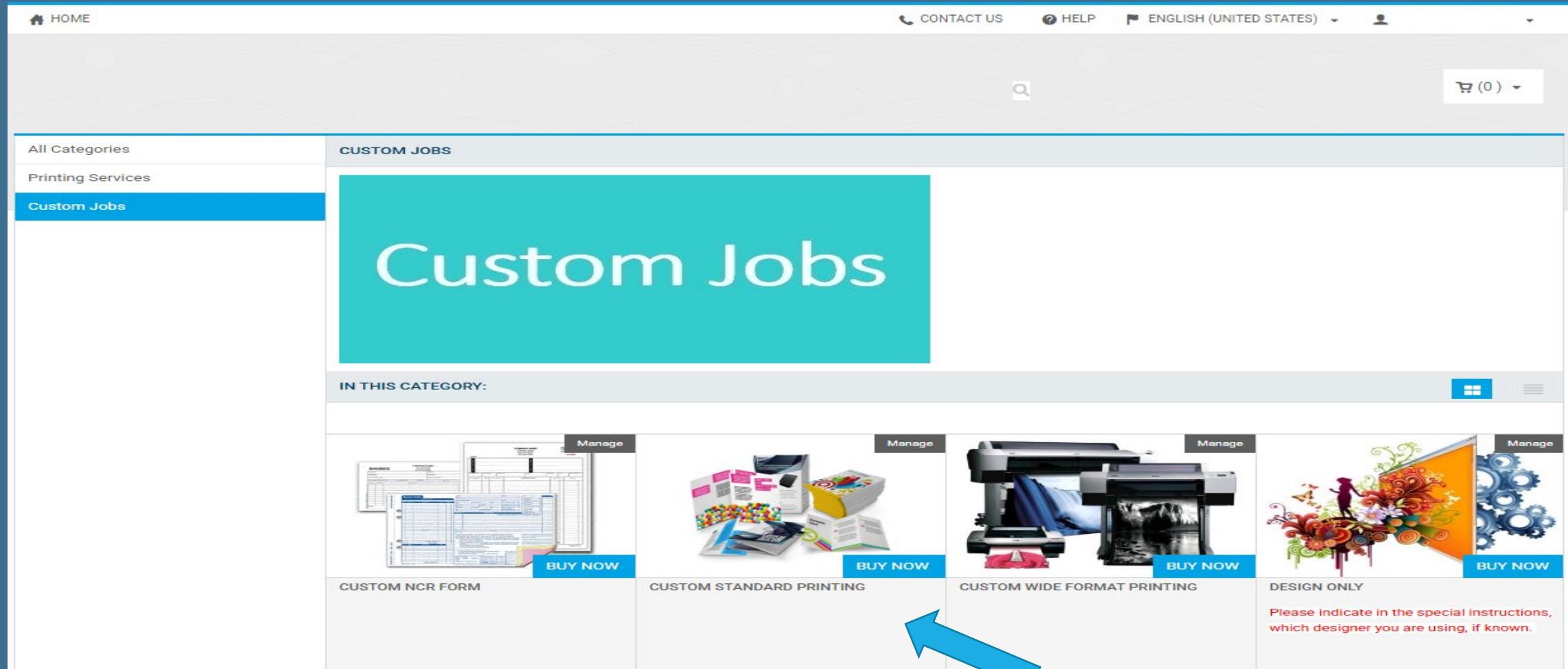
Welcome to the **Xerox Print Center**

© Photography by Mavia

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 CUSTOM STANDARD PRINTING- unless you it is an NCR form



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

All Categories

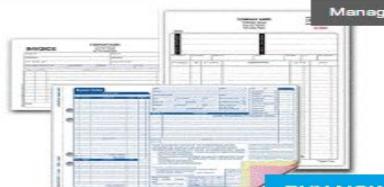
Printing Services

Custom Jobs

CUSTOM JOBS

Custom Jobs

IN THIS CATEGORY:

CUSTOM NCR FORM	CUSTOM STANDARD PRINTING	CUSTOM WIDE FORMAT PRINTING	DESIGN ONLY
 Manage BUY NOW	 Manage BUY NOW	 Manage BUY NOW	 Manage BUY NOW

CUSTOM NCR FORM

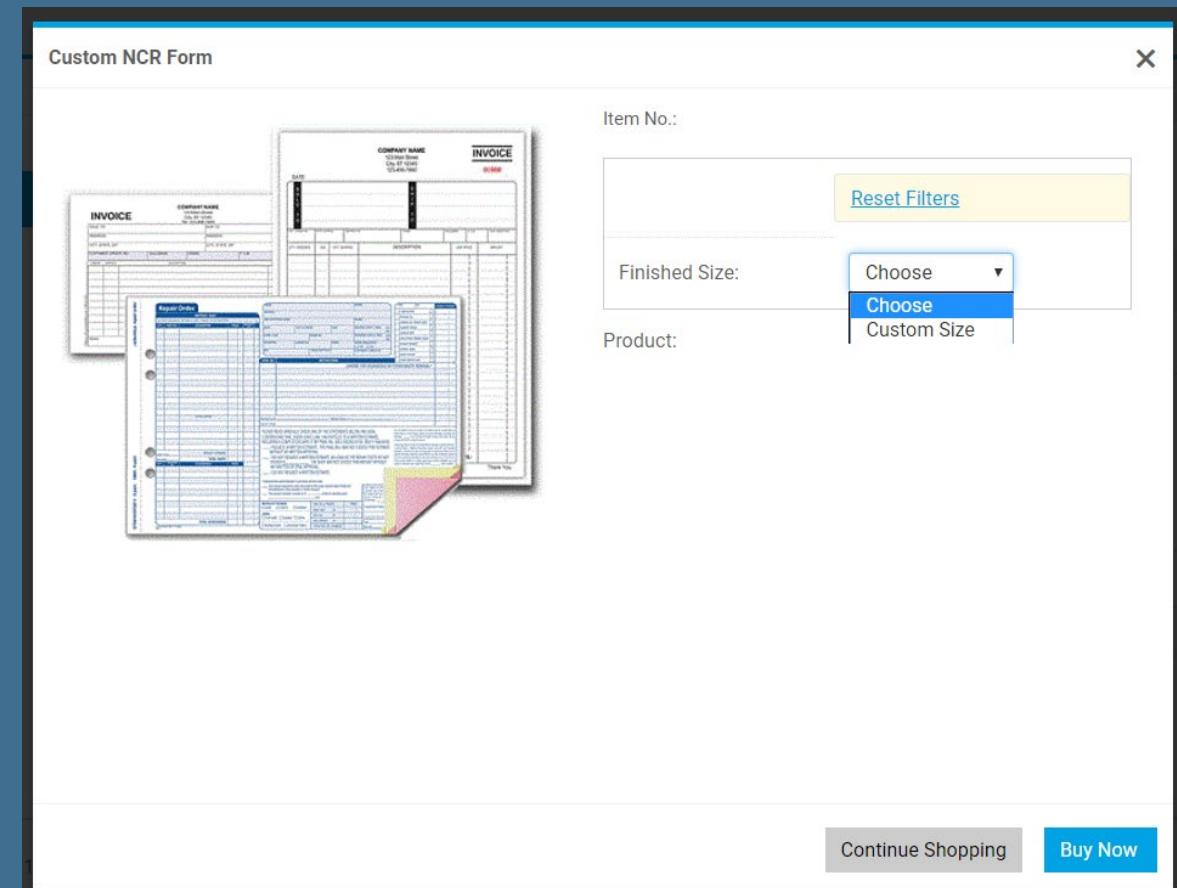
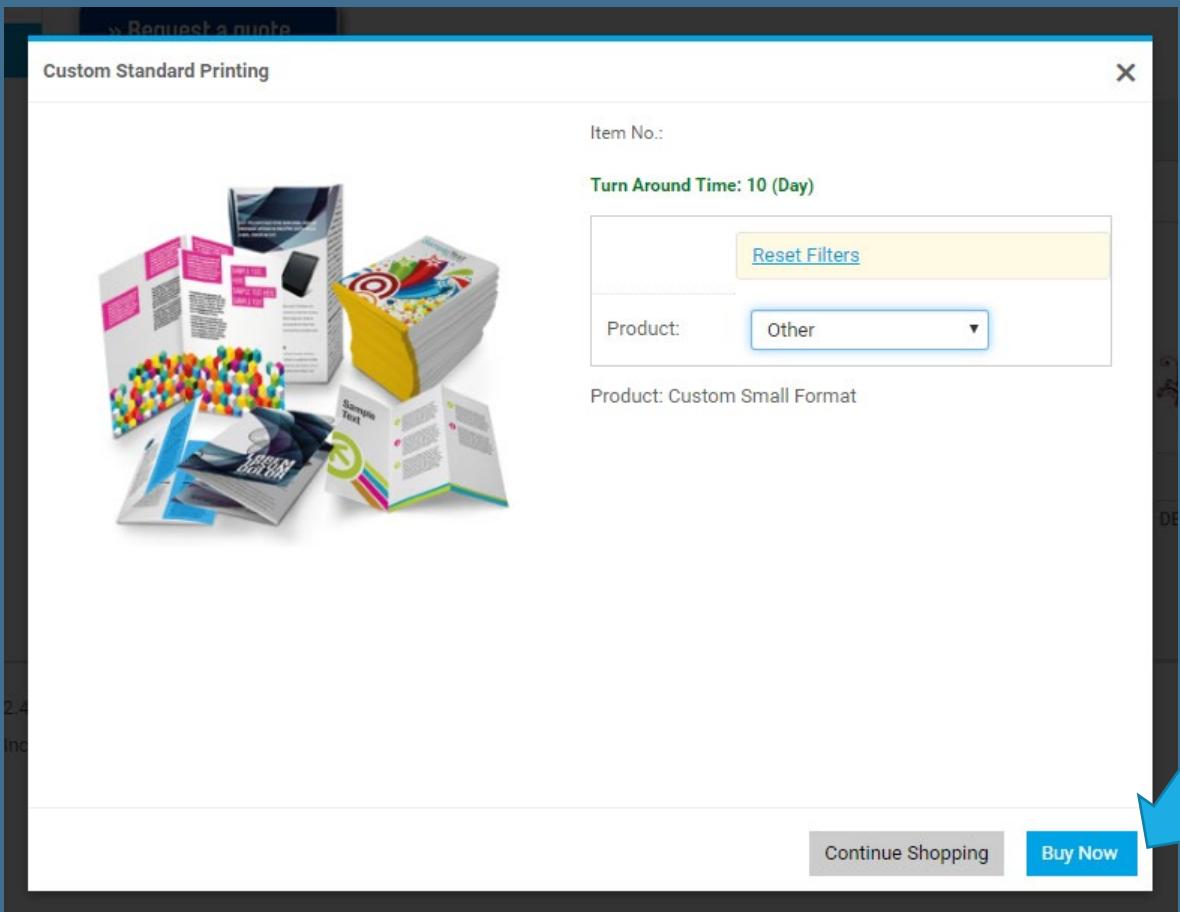
CUSTOM STANDARD PRINTING

CUSTOM WIDE FORMAT PRINTING

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.



Then click
BUY NOW

BUY NOW will take you to the screen below

Custom Small Format

Files

* Job Name

* Quantity * Pages

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 / Multuse
- 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

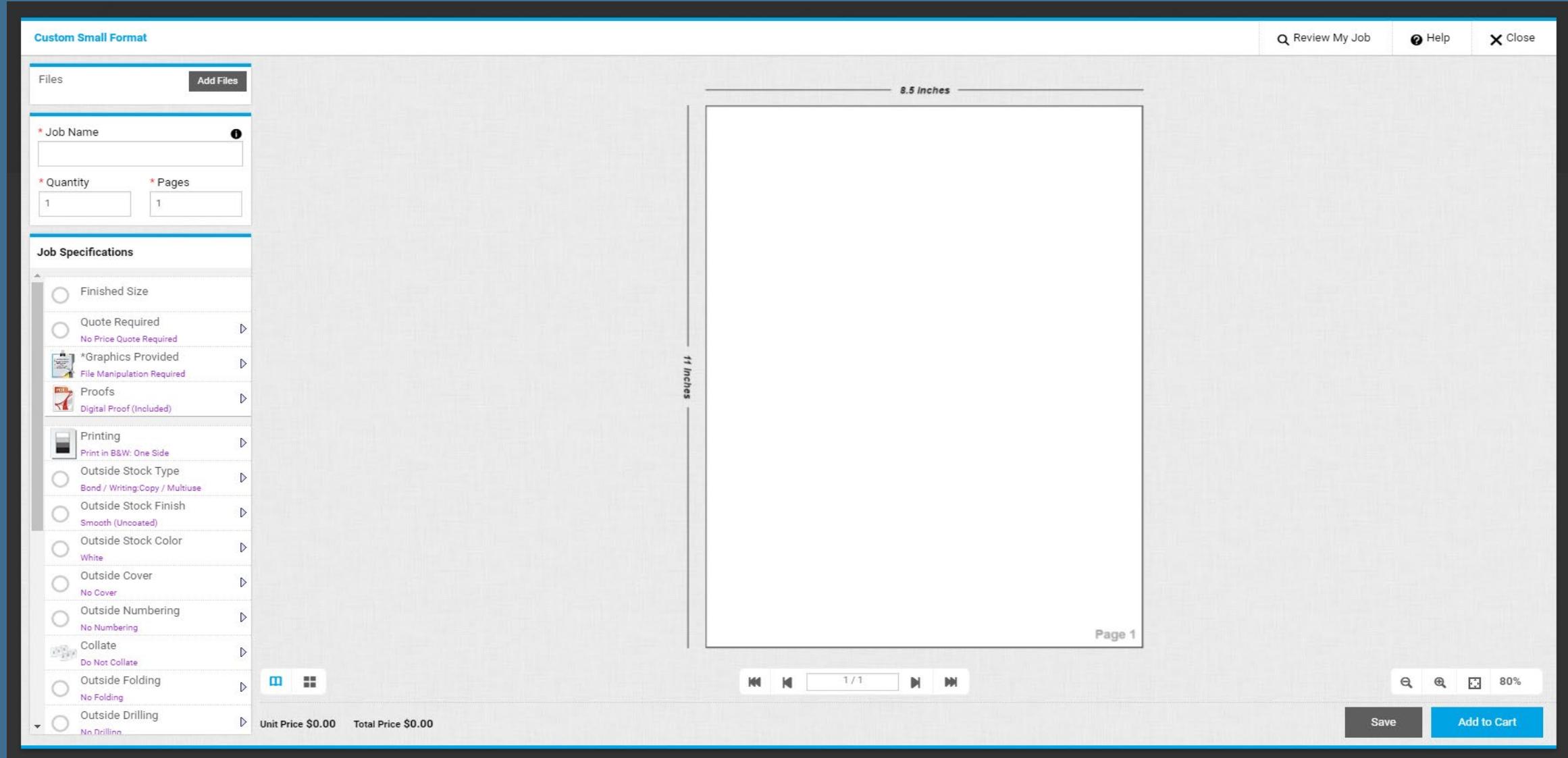
◀ ▶ 1 / 1 ▶ ▶

Save

Review My Job Help Close

Unit Price \$0.00 Total Price \$0.00

80%



Custom Small Format

Files Add Files

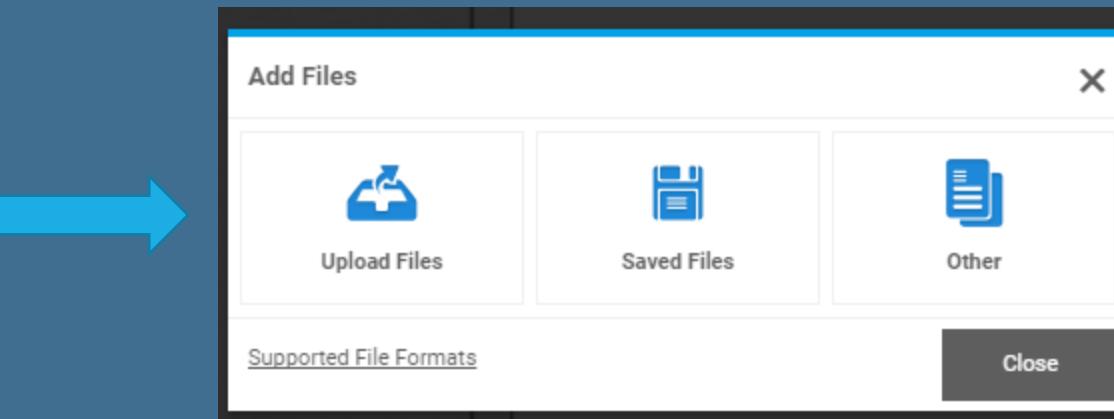
* Job Name Info

* 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

Go to ADD FILES



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

Files

Add Files

* Job Name



* Quantity * Pages

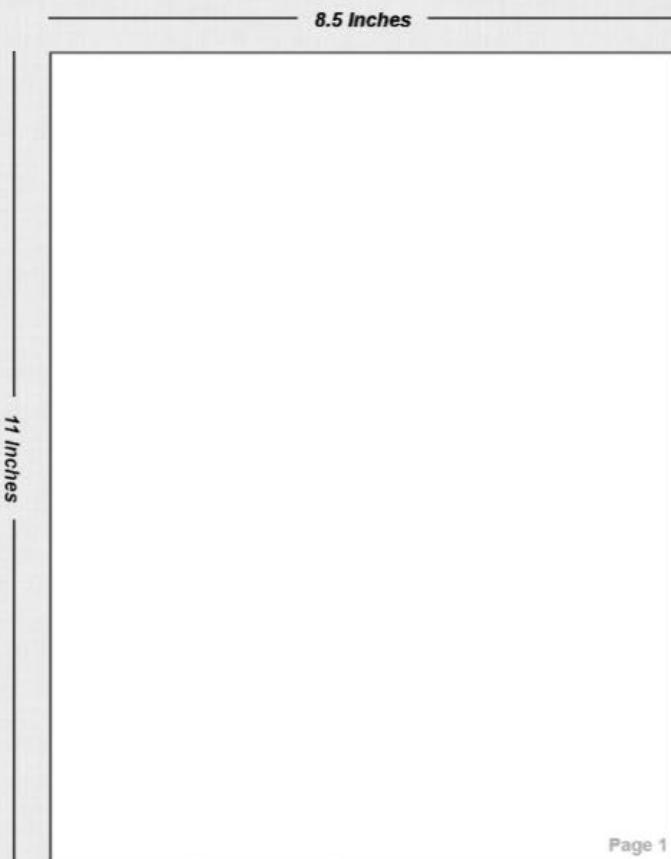
1

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



Select Provide Price Quote



1 / 1



57%

Unit Price Requires Quote Total Price Requires Quote

Save

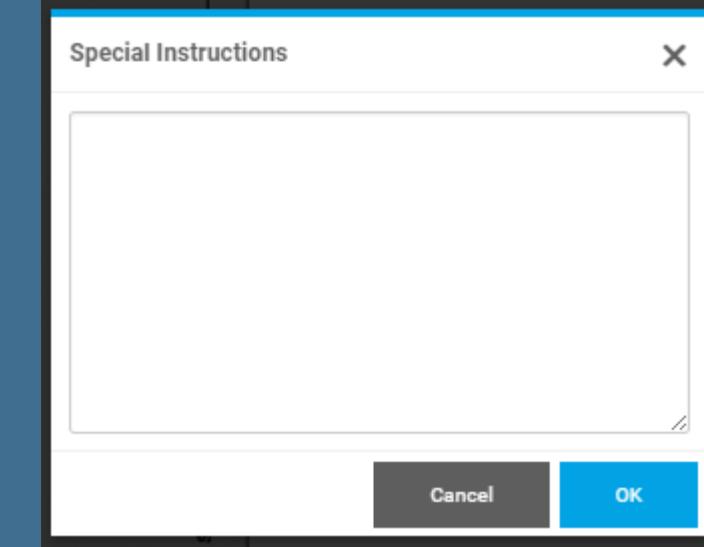
Add to Cart

Job Specifications

Change
your
document
size here

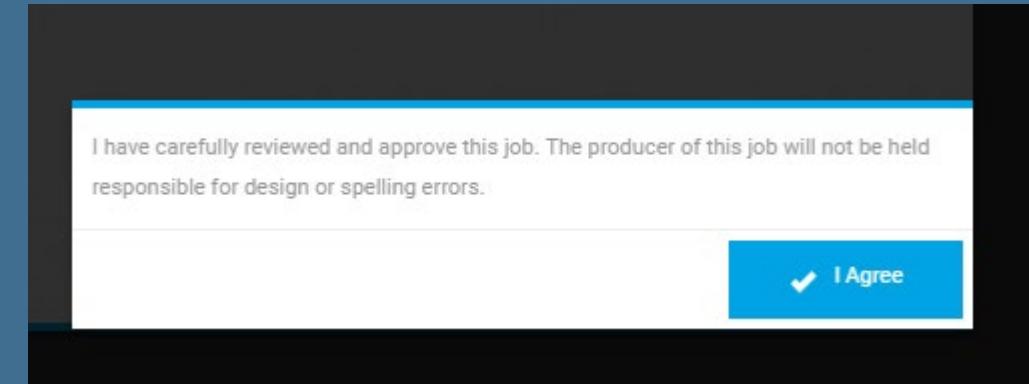
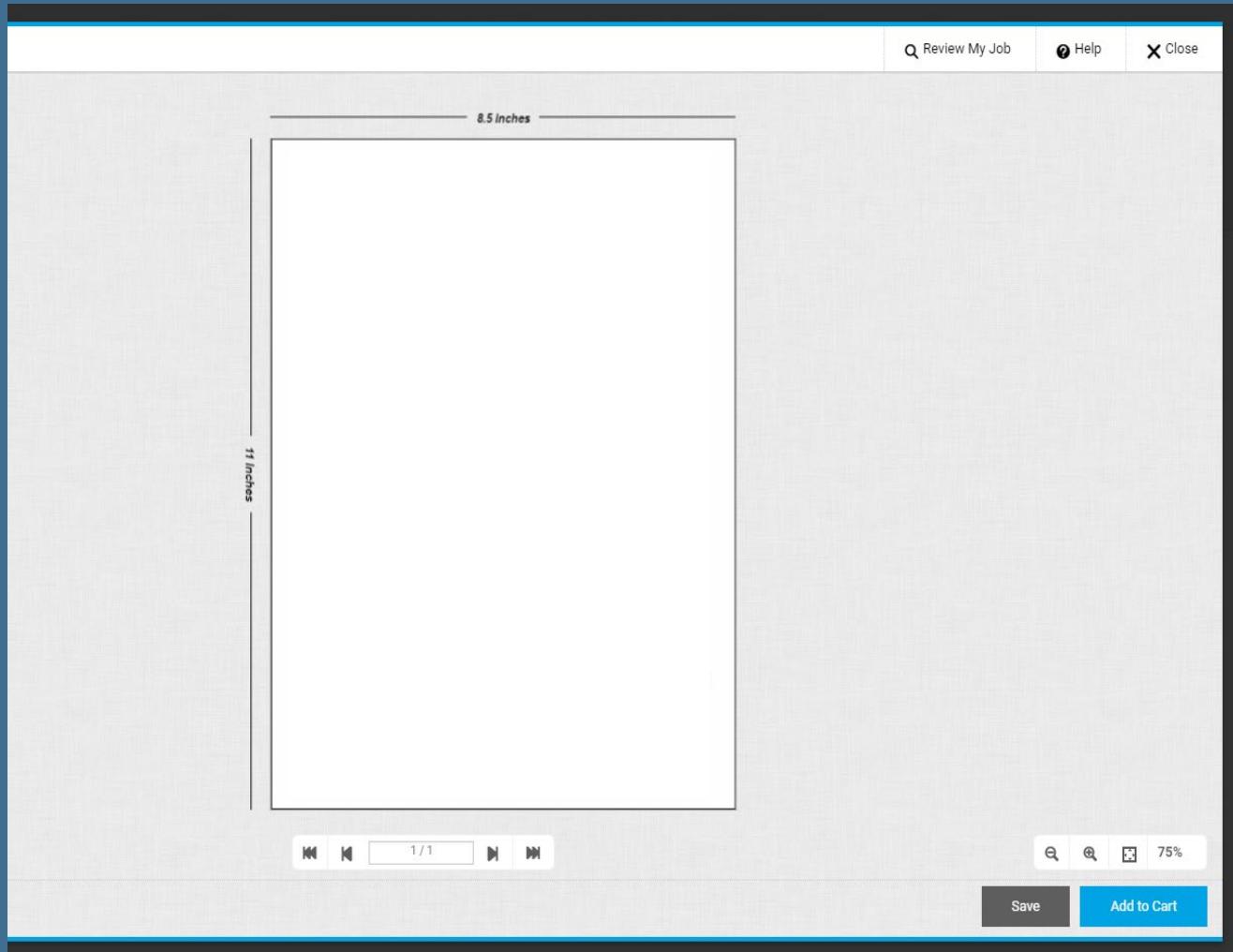
- Outside Perfinig
No Perfinig
- Outside Lamination
No Lamination
- Outside UV Coating
No UV Coating
- Outside Shrinkwrap
No Shrinkwrap
- Cutting
No Cutting
- Tabs
No Tabs
- Slipsheets
No
- Call to Discuss
No
- Special Pages
- Special Instructions

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. 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 shows a web interface for Xerox Custom Jobs. At the top left is the Xerox logo. To its right is a search bar with the placeholder "Search Product" and a magnifying glass icon. Further right is a shopping cart icon with a blue outline and a white "1" inside, indicating one item in the cart. The main content area has a teal header with the text "Custom Jobs". Below this is a sub-header "IN THIS CATEGORY:" followed by four product categories, each with a "BUY NOW" button and a "Manage" button:

- CUSTOM NCR FORM**: Shows a preview of several NCR forms.
- CUSTOM STANDARD PRINTING**: Shows a preview of various standard print items.
- CUSTOM WIDE FORMAT PRINTING**: Shows a preview of large format printers.
- DESIGN ONLY**: Shows a preview of a design project featuring a silhouette of a person and colorful graphics.

Below the "DESIGN ONLY" category, there is a note in red text: "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.



Search Product



🛒 (1) ▾

CART

Delivery Date **FRI August 11 2017 11:30**

Products



Test

Item Name: Custom Small Format

Turn Around Time : 10 Days

Turnaround time does not indicate the shipping date

Tax Exempt

Quantity

1000

Unit Price

Requires Quote

Total

Requires Quote

Save for later

Remove

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 & shipping options

SHIPMENT 1
Please select a shipment type.

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

You must click save to proceed with checkout.

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.

This screenshot shows the second step of a three-step quote process. The top navigation bar has three tabs: 'Shipping' (selected), 'Payment' (highlighted with a blue circle containing the number 2), and 'Finish' (highlighted with a blue circle containing the number 3). The main content area is titled 'How would you like to pay?'. A note at the top states: '1 *ALL ORDERS REQUIRE A MINIMUM CHARGE OF \$25. If your order is less than \$25 a minimum fee will be added to total.' Below this is a 'Request Quote' section with a note: '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.' At the bottom is a 'CONTINUE SHOPPING' button.

Shipping

Payment

Finish

How would you like to pay?

1 *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.

CONTINUE SHOPPING

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

This screenshot shows the final step of the quote process. The top navigation bar has three tabs: 'Shipping' (selected), 'Payment' (highlighted with a blue circle containing the number 2), and 'Finish' (highlighted with a blue circle containing the number 3). The main content area is titled 'Order Confirmation' with the message 'Thank you for your order!'. It notes: 'If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.' Below this is a table with order details: Order Number 676, Status: Manual Quote Required, Order Date: 8/1/2017 11:55:09 AM PDT, Due Date: 8/11/2017 12:00:00 PM PDT, and As of 8/1/2017 11:55:10 AM PDT. The 'Order placed by:' section lists 'Xerox Print Center', '7585 Convoy Ct', 'San Diego', '92111', and '(858) 650-0818'. The 'SHIPMENT 1' section has a 'Deliver to Location' field. The 'ADDRESS' section lists '7585 Convoy Ct', 'San Diego 92111 (858) 650-0818', and 'Xerox Print Center'. At the bottom is a 'SEND QUOTE REQUEST' button.

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:
676	Manual Quote Required	8/1/2017 11:55:09 AM PDT
		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

SEND QUOTE REQUEST

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/NrLnSzFrEs5Yo+Nbd7UtdAhD77Ck+Vj10efGdi0XSqdui2r9poGHfoskaBGQg61520ICplMSOY/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	Order Date: 8/1/2017 11:55:09 AM PDT Due Date: 8/11/2017 12:00:00 PM PDT
As of 8/1/2017 11:59:33 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 latoya.ashby@xeroxprintcenter.com		
CONTINUE SHOPPING		PRINT

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