

OfficeMax ImPress is proud to be the preferred print on demand supplier for USC Upstate.

OFFICEMAX IMPRESS® - YOUR RESOURCE FOR PRINTING, BINDING, FINISHING AND MORE.

Count on OfficeMax ImPress for all your printing needs, including:

Color and Black & White Printing and Copying

Presentations, syllabi, exams, coursework, etc

Desktop Publishing and Design Services

Brochures, event flyers, postcards, announcements, and more

Large Format Printing

Banners, posters and signage

Binding and Finishing

Binding, mounting, folding and laminating

FACULTY AND STAFF ORDERING INFORMATION

HOW TO ORDER

- Preferred Method: E-mail your files to impress0317@officemax.com and a cc: to bryantyoung@officemax.com along with your contact info and instructions for your printing (preferably on the OfficeMax supplied order form). If you do not receive an email confirming your order please contact the ImPress Department @ 864-289-0002.
- Visit our Greenville or Spartanburg OfficeMax locations.
- Hard copy files can be brought to the USC Upstate Help Desk located in Admin Bldg 109. Place all hard copy files into an OfficeMax brown bag along with your completed order form and give to someone at the Help Desk.
- Please note that your department will be invoiced for printing services.
- All orders received at the Help Desk by 11am will be delivered by the next business day at 2pm unless otherwise notified.
- Orders requiring 24 - 48 hour turnaround will be delivered to your Department Administrative Assistant or to your desktop between 1pm and 4pm, Monday - Friday.
- Orders with a 4 day or more turnaround will be shipped via UPS and delivered to USC Upstate Receiving and delivered to departments the next business day.
- OfficeMax store hours are: Mon.-Fri. 8am-9pm, Sat. 9am-9pm, Sun. 11am-6pm.

CONTACT INFORMATION

- › Contact: Jerry Roth, Customer Service Representative
- › Phone: 864.289.0002
- › E-mail: impress0317@officemax.com

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