

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

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, thesis papers, project work, student club event flyers, 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

STUDENT ORDERING INFORMATION

HOW TO ORDER

- Preferred Method: E-mail your files along with the order form to impress0317@officemax.com for delivery, or impress0570@officemax.com for pick up, along with your contact info.
- An associate will email or call you to get your payment information (for delivery) and confirm your deadline for completion.
- Orders for delivery will not be produced until payment information is received.
- 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.
- All orders received at the Help Desk by 11am will be delivered by the next business day at 2pm unless otherwise notified.
- Orders scheduled for delivery will be delivered back to the Help Desk for pick up by the students.
- 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