

## Office Depot Print-on-Demand Guidelines

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Print-on-Demand ordering is allowed year-round (no year-end deadline) provided that the orders are placed online, and ideally is for large-volume print jobs or those print jobs requiring specialty paper, finishing/binding, etc. The on-campus MFDs (Multi-Function Devices) are for small print jobs on plain white paper with no finishing requirements.

The online process is in place for the following reasons:

- **To save the college money**
  - We have contract pricing that will not be captured on orders placed at the stores
  - We have a rebate based on online purchase activity – this saving is lost if printing is generated at store locations
- **To ensure the security of the documents**
  - The print facilities are closed facilities – security of documents is guaranteed
  - Store printing does not guarantee the security of the documents
- **To facilitate access**
  - Orders can be made at any time (24/7) from any computer that has internet access

### ADD'L INFO:

Orders placed online are delivered in approximately three (3) business days to the Mailroom. Your expected delivery date will be given to you by Office Depot when they call to review your order.

Contacts for the Mailroom are:

- staff members (daytime)
- night dean (evening)

If the online services can't meet your needs, the following store locations can be used:

- OfficeMax at Westridge: 1241 N Davis Rd, Salinas CA 93907 831.755.0990
- Office Depot in Sand City: 850 La Playa Ave, Sand City CA 93955 831.394.2582

### USER ACCOUNTS:



To obtain an online user account, a request needs to come to Purchasing from the Division Administrator, Dean or Manager/Supervisor, and should include:

- name
- email address (Hartnell's is preferred)
- phone number (for Office Depot to contact the user regarding their order)