



BUSINESS IS HUMAN



Quick Reference Guide

Ordering print on Staples Business Advantange with Document Printing

University of North Carolina Greensboro has partnered with Staples Business Advantage to make it even easier to order your print items. The below demonstrates the process for ordering your flyers, brochures, and more.

Let's get started!

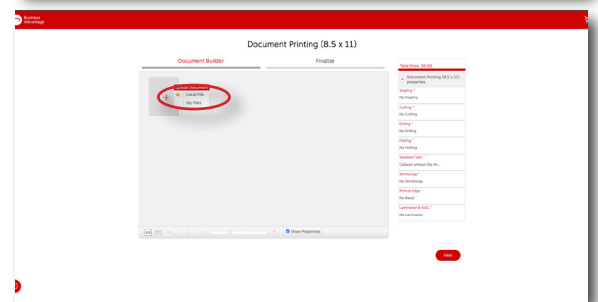
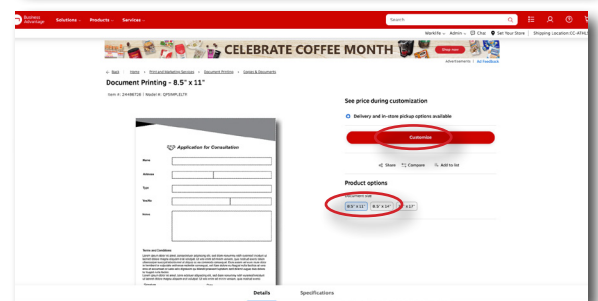
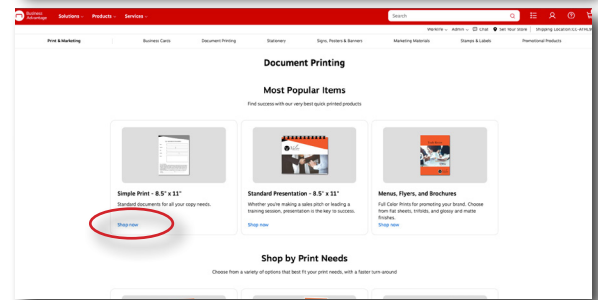
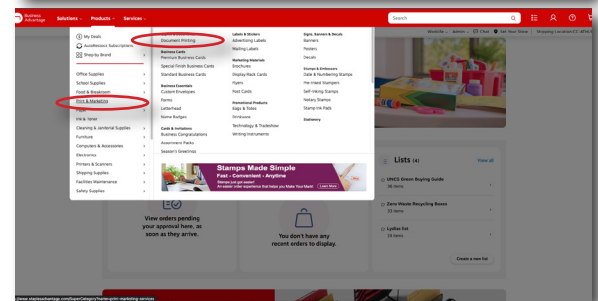
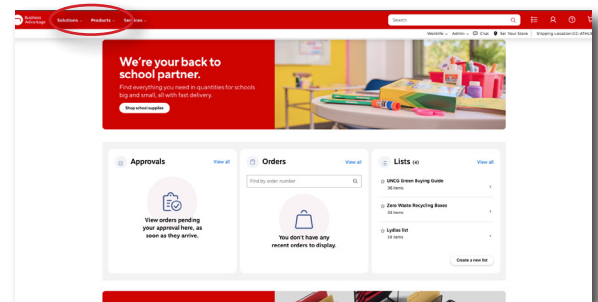
After logging in to Staples Business Advantage navigate to **products** tab in the left hand header menu.

Select **Print & Marketing** then **Document Printing** from the drop down menu.

After arriving to Document printing select your document type (i.e. **Menu, Flyers and Brochures**) by clicking **Shop now**

Select the the document size and then click **customize**.

Once you are in the configurare **select** upload file icon. Choose between **Local file** (stored on your computer) or **MyFiles** (documents uploaded by your marketing team into your digital asset manager)



You will need to **decide** on finishing:

- Folding - Tri-Fold
- Print to Edge (recommended)
- Shrinkwrapping
- Laminating & more

In the uploaded documents section, **select** your:

- Paper type
- Double or Single Sided
- **Color** or Black and White

Press **ok** and then **next**

On the finalize screen, input your **quantity** and decide between pick up in-store or delivery.

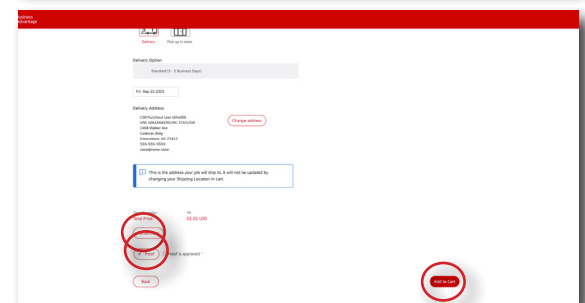
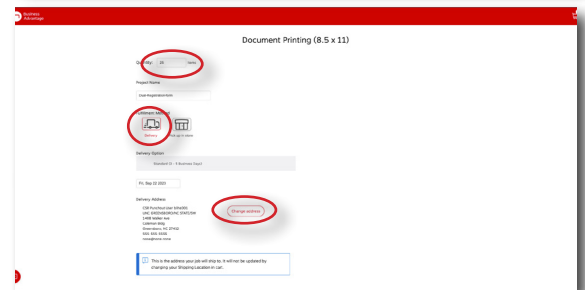
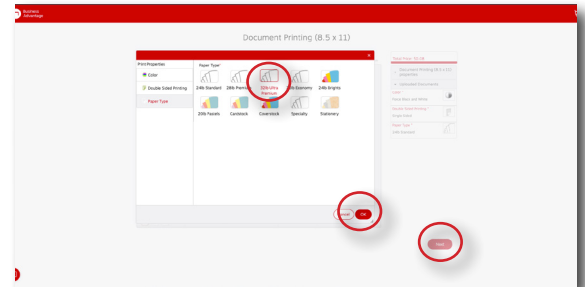
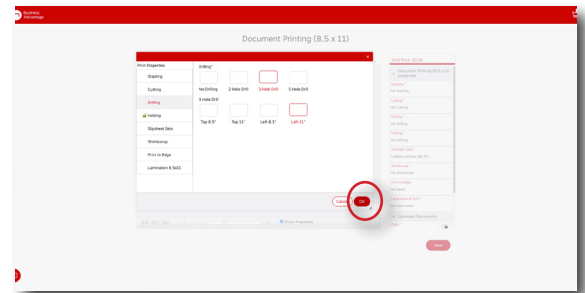
Update your delivery address by clicking **change address**

For pick up in a local store **click** pick up in store.

Verify your pick up location and pick up person

Scroll to the bottom of the page and **recalculate** your price, recheck and **approve** your proof.

Press **add to cart!**



For large or complex orders, contact:
Mike.Condax@staples.com



Print and Marketing
Services

