

University Copy



How to Use the Digital Storefront
for USD Students and
Off Campus Customers

10-12-18

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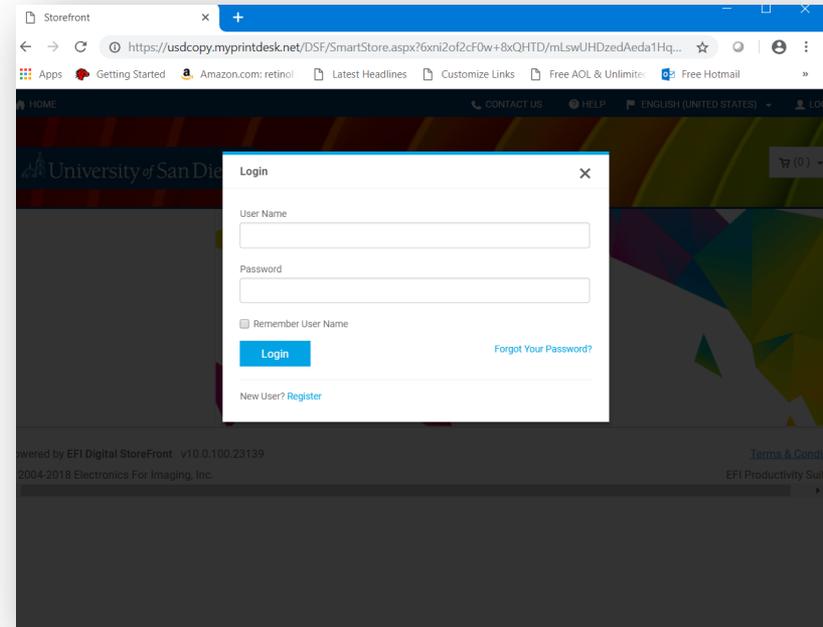
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Create Account

New Users need to Create an Account:

- Click “Login” (upper right corner of screen)
- Click “Register” (bottom of Login window) >>>



Create an Account

Create an Account

- Fill in all required fields
- Be sure to create a username and password



CREATE AN ACCOUNT

Contact Information

Nickname

* First Name

* Last Name

* Email

* Confirm E-Mail Address

* Phone Number 1

Use this username and password for all future orders.



Account Information

* User Name

* Password

* Re-enter Password

* Secret Question
What high school did you graduate from?

* Security Answer

* Enter the code shown below

HYHHD



Copy Job and Print Ordering

Choose
Copy Job Upload

The screenshot shows a web browser window with the URL <https://usdcopy.myprintdesk.net/DSF/SmartStore.aspx?gktTg9gFCECqdNEgkzCHMzUxlprsGrJIE7ZLych...>. The page features the University of San Diego logo and a search bar. A sidebar menu on the left lists categories: 'View All', 'Copy Job Upload', and 'Graduate Student Business Cards'. The main content area displays 'Large Format Printing' and 'FEATURED CATEGORIES'. Two featured categories are visible: 'COPY JOB UPLOAD' with a folder icon and a green arrow, and 'GRADUATE STUDENT BUSINESS CA...' with a business card icon. A red arrow points from the text 'Choose Copy Job Upload' to the 'COPY JOB UPLOAD' category. Below each featured category is a 'BROWSE' button.

Copy Job Ordering: Choose Item

https://usdcopy.myprintdesk.net/DSF/SmartStore.aspx?6xni2of2cF0w+8xQHTD/mLswUHDzedAeda1Hqp3n 80%

Most Visited Getting Started

IN THIS CATEGORY:

ADD TO CART	ADD TO CART	ADD TO CART	ADD TO CART
STANDARD COPY	HORIZONTAL HALF PAGE FLYER 5.5X8.5 2 UP	PORTRAIT HALF PAGE FLYER 5.5X8.5 2UP	QUARTER PAGE FLYER 4.25" X 5.5"
ADD TO CART	ADD TO CART	ADD TO CART	ADD TO CART

Add to Cart

Copy Job Ordering: Upload Your File

The screenshot displays a web interface for ordering a copy job. At the top right, there are links for "Review My Job", "Help", and "Close". The main area is divided into a left sidebar and a central workspace. The sidebar contains a "Files" section with an "Add Files" button, which is highlighted by a red arrow and the text "Upload files here". Below this are fields for "Job Name", "Quantity" (set to 1), and "Pages" (set to 1). The "Job Specifications" section includes options for "Print In Color/Sides", "Media(Copy Bond 20#)", "Orientation" (Portrait), "Cutting" (No Cutting), "Shrink Wrap" (No Shrink Wrap), "Collate" (Collate into Sets), "Lamination" (No Lamination), "Staple" (No Stapling), "Fold" (No Folding), "Drill" (No Drill), and "Special Instructions". The central workspace shows a large white rectangle representing the copy page, with dimensions of 8.5 inches by 11 inches. The page is labeled "Page 1". At the bottom of the workspace, there are navigation controls and a zoom level of 69%. The bottom of the interface shows the "Unit Price \$0.59" and "Total Price \$0.59", along with "Save" and "Add to Cart" buttons.

Copy Job Ordering: Choose File Location

The screenshot shows a web-based interface for ordering a copy job. The main window is titled "Standard Copy" and includes a search bar, "Review My Job", "Help", and "Close" buttons. On the left, there are sections for "Files" (with an "Add Files" button), "Job Name", "Quantity" (set to 1), "Pages" (set to 1), and "Job Specifications" (including options for color printing, media, orientation, cutting, shrink wrap, collate, lamination, staple, fold, drill, and special instructions). The main area displays a preview of a copy page with a width of 8.5 inches and "Page 1" at the bottom right. An "Add Files" dialog box is open in the center, featuring a red arrow pointing to the "Upload Files" option. The dialog box contains five options: "Upload Files" (with a plus icon), "Saved Files" (with a folder icon), "Other" (with a document icon), "Dropbox" (with the Dropbox logo), and "Google Drive" (with the Google Drive logo). At the bottom of the dialog box, there is a "Supported File Formats" link and a "Close" button. The bottom of the main interface shows "Unit Price \$0.59", "Total Price \$0.59", and "Save" and "Add to Cart" buttons.

Copy Job Ordering: Choose File

File Upload

This PC > Desktop

Organize New folder

Name	Date modified	Type	Size
USI		JPG File	477 KB
Les		Adobe Acrobat D...	599 KB
ghc		Adobe Acrobat D...	200 KB
law		Adobe Acrobat D...	485 KB
pici		Microsoft Word D...	102 KB
15-		Microsoft Excel W...	23 KB
cal_		JPG File	1,020 KB
OFFICE DEPOT cashiers_office_deposit2-1...	6/1/2018 10:50 AM	Microsoft Excel 97...	371 KB
Business Plan Proposal Refresh at USD.do...	5/22/2018 9:15 AM	Microsoft Word D...	26 KB
4.6.18.POETS Pointers FY17-18.xlsx	4/6/2018 3:26 PM	Microsoft Excel W...	1,396 KB
Kroc-School-Vertical.zip	4/5/2018 9:33 AM	Compressed (zipp...	2,144 KB
Studentjobcard2.pdf	3/15/2018 1:03 PM	Adobe Acrobat D...	427 KB
2016-2017 Fiscal business cards.xlsx	3/13/2018 3:24 PM	Microsoft Excel W...	12 KB
12 Page TEST.pdf	2/22/2018 10:33 A...	Adobe Acrobat D...	304 KB
half page booklet individual pages.docx	2/16/2018 7:59 AM	Microsoft Word D...	12 KB

File name: 12 Page TEST.pdf

All Files (*.*)

Open Cancel

Choose your file and "open"

Copy Job Ordering: Complete Upload

The screenshot shows a web-based copy job ordering interface. A modal dialog titled "Upload Files" is open in the center. Inside the dialog, a file named "12 Page TEST.pdf" (303.71 KB) is listed. A green progress bar is shown below the file name, and the text "Conversion Completed Successfully" is displayed. To the right of the file name, there is a checkbox labeled "Save To My Files" and a text input field containing the number "12". At the bottom of the dialog, there are three buttons: "Add More Files", "Cancel", and "Done". A red arrow points to the "Done" button. The background interface is dimmed and shows a sidebar with "Job Specifications" including options like "Print in Color/Sides", "Media(Copy Bond 20#)", "Orientation", "Cutting", "Shrink Wrap", "Collate", "Lamination", "Staple", "Fold", "Drill", and "Special Instructions". The main area shows a preview of a page with a dimension of "8.5 Inches". The bottom of the interface displays "Unit Price \$0.59" and "Total Price \$0.59", along with "Save" and "Add to Cart" buttons.

Copy Job Ordering: Job Title

The screenshot displays a web-based copy job ordering interface. On the left, a sidebar contains the following sections:

- Files:** Shows a file named "12 Page TEST.pdf" with an "Add Files" button.
- Job Name:** A text input field containing "TEST |". A red arrow points to this field with the text "Name your file, then fill out all the items on the left hand side".
- Quantity:** A text input field containing "1".
- Pages:** A text input field containing "12".
- Job Specifications:** A list of options with expandable arrows:
 - Print In Color/Sides: Print in Color:Single Sided
 - Media(Copy Bond 20#)
 - Orientation: Portrait
 - Cutting: No Cutting
 - Shrink Wrap: No Shrink Wrap
 - Collate: Collate into Sets
 - Lamination: No Lamination
 - Staple: No Stapling
 - Fold: No Folding
 - Drill: No Drill

The main area shows a preview of a document titled "PRISM360 POS User Manual". The document content includes:

- PRISM360 POS logo
- PRISM360 POS User Manual
- Training Division
- March 2015
- V1.07
- Neebo logo
- 1 of 101

At the bottom of the interface, there are navigation controls (back, forward, page number 1/12, zoom 73%), a "Save" button, and an "Add to Cart" button. The price information at the bottom left reads "Unit Price \$4.68 Total Price \$4.68".

Copy Job Ordering: Choose Paper

Standard Copy

Review My Job Help Close

Files Add Files

125

Choose your paper stock. Notice the box on the bottom is defaulted to "fit to page", Uncheck if you do not want your file scaled to fit the sheets size.

Media

Weight Bond (20 pound)/ 75 gsm

- Copy Bond 20# Ivory
- Copy Bond 20# Orchid
- Copy Bond 20# Pink
- Copy Bond 20# Salmon
- Copy Bond 20# Tan
- Copy Bond 20# Yellow
- Customer Provided Stock

Fit content to paper - scale content up or down (use when file and page are different sizes)

Cancel OK

ISM360 POS

60 POS User Manual

Training Division
March 2015
V1.07

Upper Left (slant)

Fold
No Folding

Drill
3 Holes on left side

Unit Price \$0.95 Total Price \$95.00

1 / 12

73%

Save Add to Cart

Copy Job Ordering: Specify Options

The screenshot displays a web-based copy job ordering interface. On the left, a sidebar contains 'Job Specifications' with various options like 'Print In Color/Sides', 'Media', 'Orientation', 'Cutting', 'Shrink Wrap', 'Collate', 'Lamination', 'Staple', 'Fold', and 'Drill'. A red arrow points to the 'Print In Color/Sides' option, which is expanded to show 'Print In Color' and 'Print In Black and White'. Another red arrow points to the 'Print In Black and White' sub-menu, which is further expanded to show 'Double Sided', 'Double Sided (Tumble)', and 'Single Sided'. A text box with red text says 'Choose if you would like Black and White or Color Copies, Double or Single Sided'. The main area shows a preview of a document titled 'PRISM360 POS User Manual' with the Neebo logo. At the bottom, there are 'Unit Price \$3.00' and 'Total Price \$300.00' displayed, along with 'Save' and 'Add to Cart' buttons.

Standard Copy

Files

12 Page TEST.pdf

* Job Name

TEST

* Quantity

100

* Pages

12

Job Specifications

Print In Color/Sides

Print In Color:Single Sided

Media(Copy Bond 20#)

Orientation

Portrait

Cutting

No Cutting

Shrink Wrap

No Shrink Wrap

Collate

Collate into Sets

Lamination

No Lamination

Staple

No Stapling

Fold

No Folding

Drill

No Drill

Learn more about these options.

Print In Black and White

Print In Color

Double Sided

Double Sided (Tumble)

Single Sided

Choose if you would like Black and White or Color Copies, Double or Single Sided

PRISM360 POS

PRISM360 POS User Manual

Training Division

March 2015

V1.07

1 of 161

Unit Price \$3.00 Total Price \$300.00

Save Add to Cart

ADD TO CART

Copy Job Ordering: More Options

The screenshot displays a web-based copy job ordering interface. On the left, a sidebar contains the following sections:

- Files:** Shows '12 Page TEST.pdf' with an 'Add Files' button.
- Job Name:** A text field containing 'TEST'.
- Quantity:** A text field containing '100'.
- Pages:** A text field containing '12'.
- Job Specifications:** A list of options with radio buttons:
 - Orientation: Portrait
 - Cutting: No Cutting
 - Shrink Wrap: No Shrink Wrap
 - Collate: Collate into Sets
 - Lamination: No Lamination
 - Staple: No Stapling (highlighted with a blue bar)
 - Fold: No Folding
 - Drill: No Drill
 - Special Instructions: Upper Left (slant)
 - Blank Pages

A red text box with a white background is overlaid on the 'Job Specifications' section, containing the text: "Choose if you would like Staples, Lamination, Folding, etc." A red arrow points from this text box to the 'Staple' option.

The main area of the interface shows a preview of a document titled "PRISM360 POS User Manual" from the Training Division, dated March 2015, version V1.07. The document is displayed at 73% zoom. At the bottom of the interface, there are navigation controls (back, forward, page number 1/12), a search icon, and buttons for "Save" and "Add to Cart". The price information at the bottom left indicates a Unit Price of \$0.84 and a Total Price of \$84.00.

Copy Job Ordering: Preview Price Breakdown

Standard Copy

Files Add Files

12 Page TEST.pdf

* Job Name
TEST

* Quantity 100 * Pages 12

Job Specifications

- Media Copy Bond 20# B...
- Orientation
Portrait
- Cutting
No Cutting
- Shrink Wrap
No Shrink Wrap
- Collate
Collate into Sets
- Lamination
No Lamination
- Staple
Upper Left (slant)
- Fold
No Folding
- Drill
3 Holes on left side
- Special Instructions
- Blank Pages

Learn more about these options.

- No Drill
Not shown in preview
- 3 Holes across top
- 3 Holes on left side

Unit Price \$0.95 Total Price \$95.00

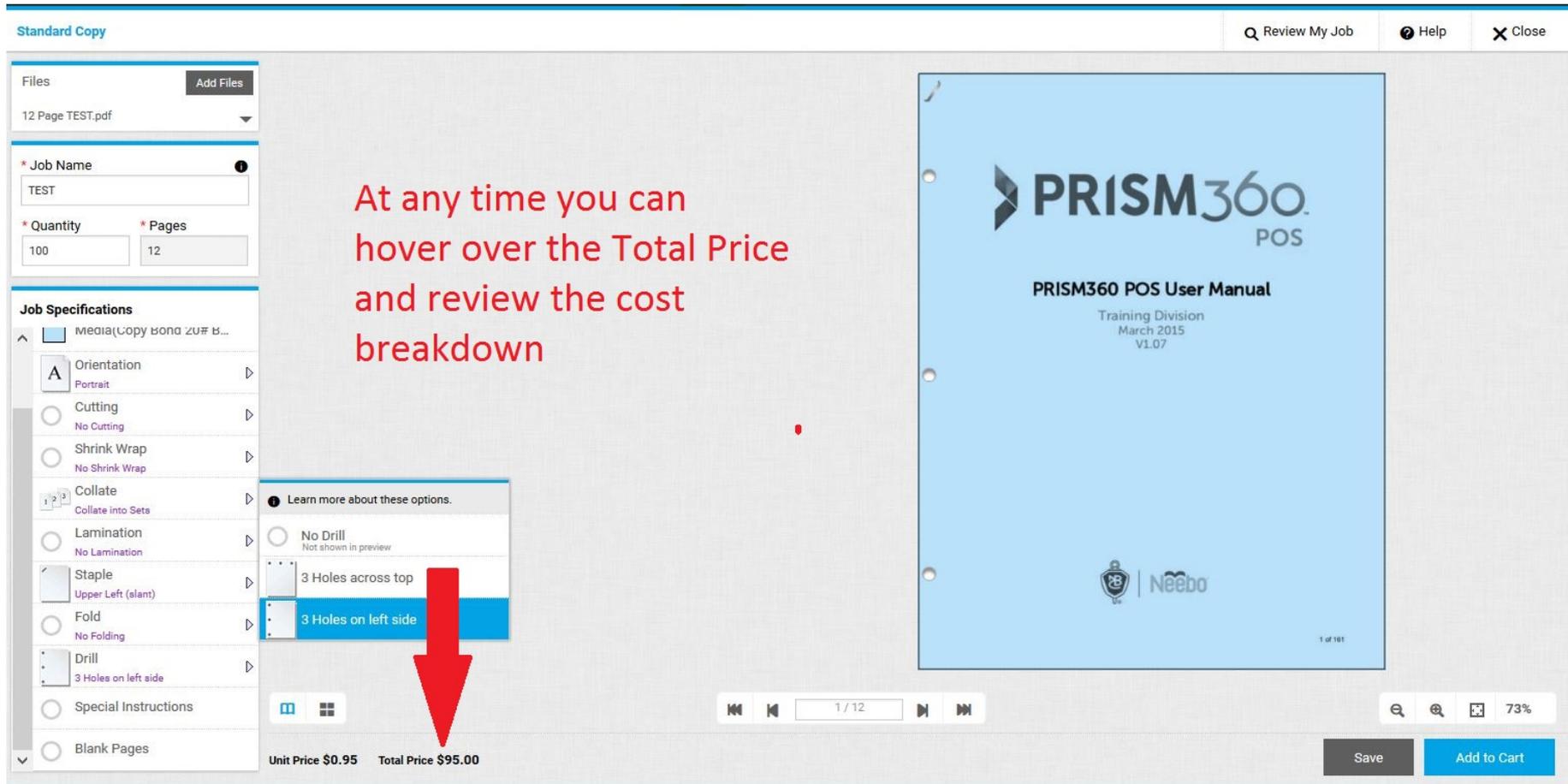
Review My Job Help Close

PRISM360 POS
PRISM360 POS User Manual
Training Division
March 2015
V1.07
1 of 161

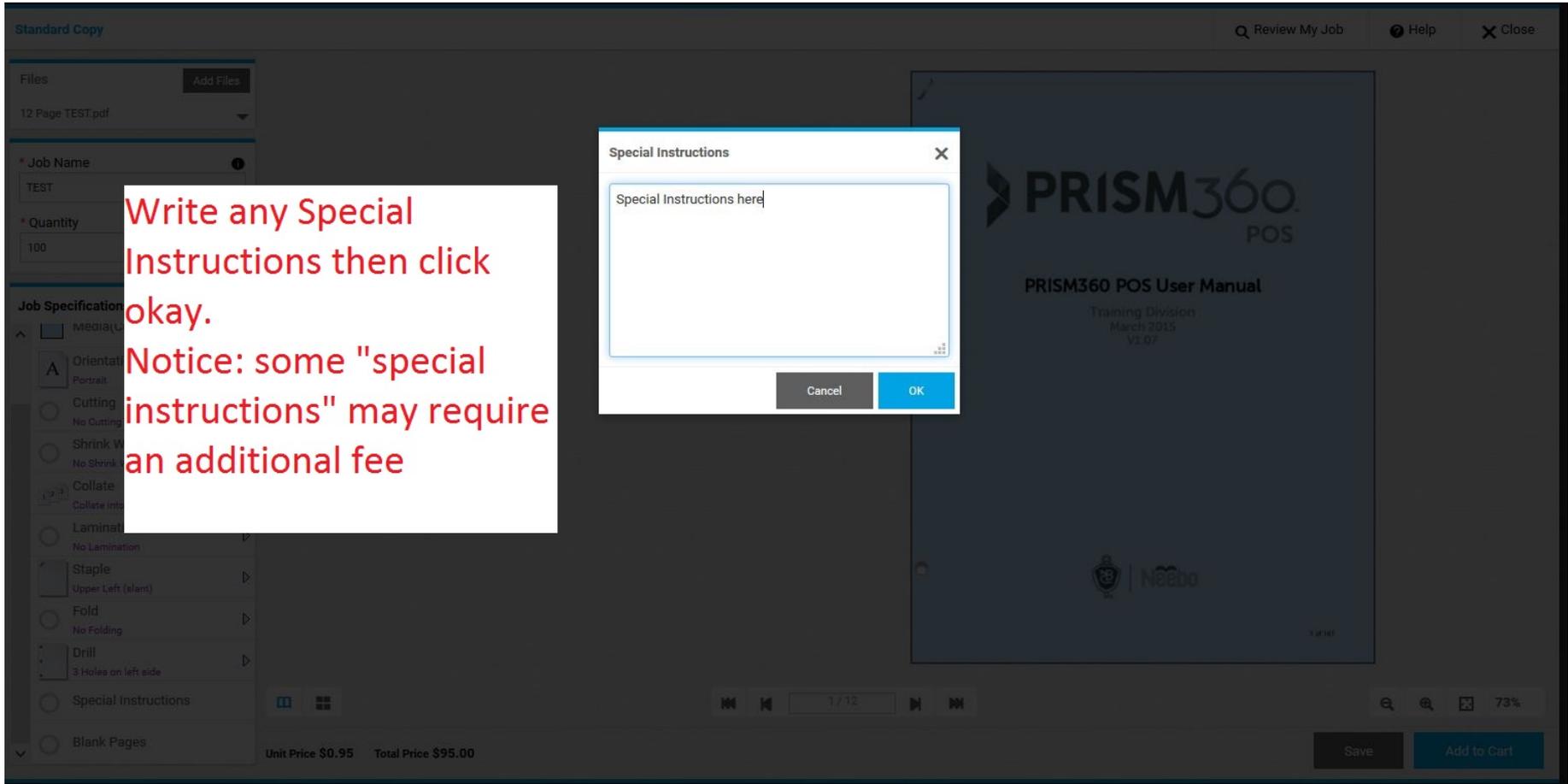
1 / 12 73%

Save Add to Cart

At any time you can hover over the Total Price and review the cost breakdown



Copy Job Ordering: Special Instructions



The screenshot shows a web-based copy ordering interface. On the left, there is a sidebar with job specifications including 'Job Name' (TEST), 'Quantity' (100), and various options like 'Orientation', 'Cutting', 'Shrink', 'Collate', 'Lamination', 'Staple', 'Fold', 'Drill', 'Special Instructions', and 'Blank Pages'. The main area displays a preview of a document titled 'PRISM360 POS User Manual' with a 'NBBDO' logo. A 'Special Instructions' dialog box is open in the center, containing a text input field with the placeholder text 'Special Instructions here' and 'Cancel' and 'OK' buttons. A red text box is overlaid on the left side of the dialog, providing instructions.

Write any Special Instructions then click okay.
Notice: some "special instructions" may require an additional fee

Standard Copy Review My Job Help Close

Files Add Files

12 Page TEST.pdf

Job Name
TEST

Quantity
100

Job Specification

Orientation
Portrait

Cutting
No Cutting

Shrink
No Shrink

Collate
Collate into 1 of 12

Lamination
No Lamination

Staple
Upper Left (slant)

Fold
No Folding

Drill
3 Holes on left side

Special Instructions

Blank Pages

Unit Price \$0.95 Total Price \$95.00

PRISM360 POS
PRISM360 POS User Manual
Training Division
March 2015
V1.07

NBBDO

Special Instructions
Special Instructions here

Cancel OK

1 / 12 73%

Save Add to Cart

Copy Job Ordering: Add Blank Pages

Blank pages can be inserted before or after select pages

Blank Pages (1)

Blank	Insertion Page Number
1	0

1 [v] Add Accept Cancel

Unit Price \$0.95 Total Price \$95.00

Add to Cart

Copy Job Ordering: Preview Options

The screenshot displays a web-based interface for ordering a copy job. On the left, a sidebar contains the following sections:

- Files:** Shows '12 Page TEST.pdf' with an 'Add Files' button.
- Job Name:** A text field containing 'TEST'.
- Quantity:** A text field containing '100'.
- Pages:** A text field containing '12'.
- Job Specifications:** A list of options with expandable menus:
 - Print In Color/Sides (selected)
 - Media(Copy Bond 20# B...)
 - Orientation: Portrait
 - Cutting: No Cutting
 - Shrink Wrap: No Shrink Wrap
 - Collate: Collate into Sets
 - Lamination: No Lamination
 - Staple: Upper Left (slant)
 - Fold: No Folding
 - Drill: 3 Holes on left side

The main area shows a preview of 12 pages, numbered 1 through 12. A red arrow points to a 'Page Layout' icon (a 2x2 grid) at the bottom left of the preview area. A white text box with red text says: "You can choose to view your file in page layout".

At the bottom right, a red arrow points to an 'Add to Cart' button. A white text box with red text says: "When ready Add to Cart".

At the bottom of the interface, there is a navigation bar with a page indicator '1 - 12 / 12', a search icon, a zoom level of '73%', and two buttons: 'Save' and 'Add to Cart'. The bottom left corner shows 'Unit Price \$0.95' and 'Total Price \$95.00'.

Copy Job Ordering: Add to Cart

The screenshot displays a copy job ordering interface. On the left, the 'Job Specifications' panel is expanded, showing options for 'Print In Color/Sides', 'Media/Copy Bond 20# B...', 'Orientation' (Portrait), 'Cutting' (No Cutting), 'Shrink Wrap' (No Shrink Wrap), 'Collate' (Collate into Sets), 'Lamination' (No Lamination), 'Staple' (Upper Left (slant)), 'Fold' (No Folding), and 'Drill' (3 Holes on left side). The main area shows a preview of 12 pages. At the bottom, the 'Unit Price \$0.95' and 'Total Price \$95.00' are displayed. A confirmation dialog is open at the bottom right, with a red arrow pointing to the 'I Agree' button.

You Must click Agree to process your order

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

I Agree

Business Card Ordering

The screenshot shows a web browser window with the URL <https://usdcopy.myprintdesk.net/DSF/SmartStore.aspx?gktTg9gFCECqdNEgkzCHMzUxlprsGrJIE7ZLycH...>. The page header features the University of San Diego logo and a search bar. A sidebar on the left lists categories: 'View All', 'Copy Job Upload', and 'Graduate Student Business Cards'. The main content area is titled 'Large Format Printing' and includes a 'FEATURED CATEGORIES' section. A red arrow points from the 'Graduate Student Business Cards' category in the sidebar to a featured business card product. The featured product is a business card for Jane Smith, a 2020 Candidate for Master of Business, with contact information for the University of San Diego. Below the featured product are two buttons labeled 'BROWSE'. At the bottom of the featured categories section, there are two more category labels: 'COPY JOB UPLOAD' and 'GRADUATE STUDENT BUSINESS CA...'.



Business Card Ordering: Choose Layout

Graduate Student Business Cards

https://usdcopy.myprintdesk.net/DSF/SmartStore.aspx?gktTg9gFCECqdNEgkzCHMzUxlprsGrJIE7ZLych...

Apps Getting Started Amazon.com: retinol Latest Headlines Customize Links Free AOL & Unlimited Free Hotmail

University of San Diego
Jane Smith
Candidate 2020
Master of Business

5998 Alcalá Park
San Diego, California. 92110

(619) 260-4600
email@sandiego.edu

IN THIS CATEGORY:

University of San Diego
Jane Smith
Candidate 2020
Title
Second Title
University of San Diego
5998 Alcalá Park
San Diego, CA 91942-2492
(619) 260-4600 x0000
(619) 260-0000
smith@sandiego.edu
www.sandiego.edu/department

University of San Diego
Jane Smith
Candidate 2020
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Second Title
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5998 Alcalá Park
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smith@sandiego.edu
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Title
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5998 Alcalá Park
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(619) 260-0000
smith@sandiego.edu
www.sandiego.edu/department

ADD TO CART ADD TO CART ADD TO

BUSINESS GRAD STUDENT BUSINESS CARD KROC GRAD STUDENT BUSINESS CARD LAW GRAD STUDENT BUSINESS CARD



Business Card Ordering: Personalize

Fill in the personalization on the left side and the image will update on the right

Graduate Student Business Cards x +

https://usdcopy.myprintdesk.net/DSF/SmartStore.aspx?gktTg9gFCECqdNEgkzCHMzUxlprGrJIE7ZLych...

Business Grad Student Business Card

Edit in Fullscreen Review My Job Help Close

* Job Name

* Quantity 250 * Pages 1

Edit Preview

Personalization

* First and Last Name
Jane Smith

* Candidate (required)
Candidate 2020

Title 1
Title

Title 2
Second Title

Building
University of San Diego

Address

Unit Price \$0.08 Total Price \$20.00

Save Add to Cart

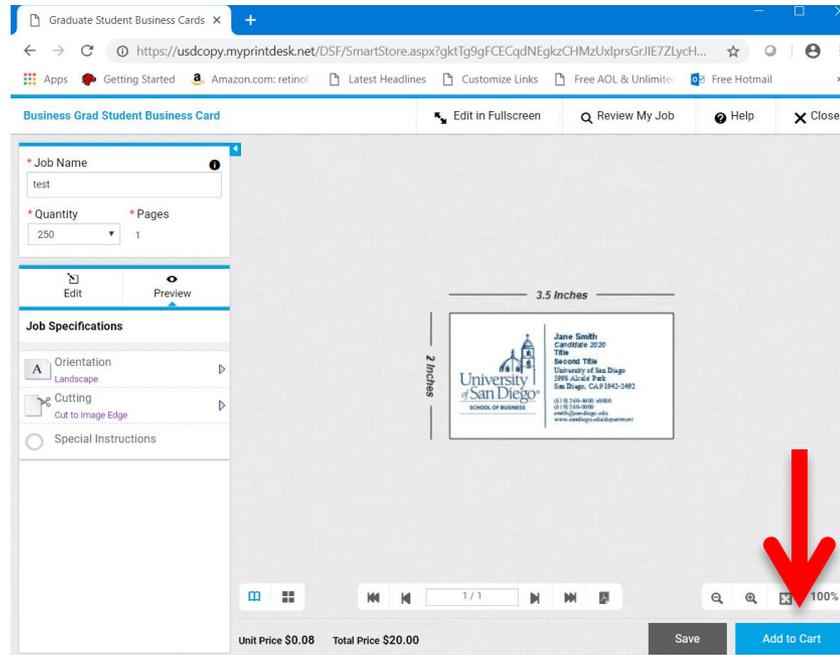
Jane Smith
Candidate 2020
Title
Second Title
University of San Diego
5998 Alcalá Park
San Diego, CA 91942-2492
(619) 260-4600 x0000
(619) 260-0000
smith@san Diego.edu
www.sandiego.edu/department



Business Card Ordering: Add to Cart

Add to Cart:

- Must Update Preview before adding to cart



Business Card Ordering: Add to Cart

The screenshot shows a web interface for ordering business cards. On the left, there are input fields for 'Job Name' (Diego the Torero), 'Quantity' (500), and 'Pages' (1). Below these are 'Job Specifications' including a 'Special Instructions' field. The main area is a 'Preview' of the business card, showing the University of San Diego logo and contact information for Diego the Torero. A red text box with a white background is overlaid on the preview, stating 'Must click "I agree" to add to cart'. A large red arrow points from this text box down to a blue button labeled 'I Agree' in a white dialog box at the bottom right. The dialog box contains the text: 'I have carefully reviewed and approve this job. The producer of this job will be held responsible for design or spelling errors.' At the bottom of the dialog is a blue button with a checkmark and the text 'I Agree'. The bottom of the interface shows 'Unit Price \$0.08' and 'Total Price \$39.00'.

USD Business Card

Split Window Review My Job Help Close

Personalization

Preview Update Preview PDF Proof

3.5 Inches

2 Inches

Diego the Torero

University of San Diego®
KROC SCHOOL

Diego the Torero

Maher Hall, Room 1
5998 Alcalá Park
San Diego, CA 92111

P: (619) 260-4600, ext. 0000
diego@sandiego.edu
www.sandiego.edu/diego

Must click "I agree" to add to cart

I have carefully reviewed and approve this job. The producer of this job will be held responsible for design or spelling errors.

I Agree

Unit Price \$0.08 Total Price \$39.00

Checkout

HOME CONTACT US HELP ENGLISH (UNITED STATES) THERESA ANDERSEN

University of San Diego® Search Product (1)

CART

Choose Due Date then Proceed to Checkout

Due Date 

Products	Quantity	Unit Price	Total
 Diego the Torero Item Name: USD Business Card <input checked="" type="checkbox"/> Tax Exempt	500	\$0.08	\$39.00

Save for later Remove

Subtotal: \$39.00
Taxes: \$0.00
Total: \$39.00

You are exempted tax on pro
Proceed to checkout to view total, including taxes, fees, S

CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT

Checkout: Proceed to Payment

Shipping Payment Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type.
Customer Pick-Up

ADDRESS
Grad Test User 123-456-7899
Grad Students
andersen@sandiego.edu

Hours Of Operation
Sun : Closed
Mon-Fri : 10:00 AM-5:00 PM
Sat : Closed

Save Cancel

Add Another Recipient

← CONTINUE SHOPPING

Products

name	Qty	Unit Price	Total
Item Name: Business Grad Student Business Card	250	\$0.08	\$20.00

test	Qty	Unit Price	Total
Item Name: Business Grad Student Business Card	250	\$0.08	\$20.00

Subtotal: \$40.00
Shipping: \$0.00
Taxes: \$3.10
Total: \$43.10

PROCEED TO PAYMENT →

Powered by EFI Digital StoreFront v10.0.100.23139 [Terms & Conditions](#)

Checkout: Payment

https://usdcopy.myprintdesk.net/

https://usdcopy.myprintdesk.net/DSF/SmartStore.aspx?gktTg9gFCECqdNEgkzCHMzUxIprsGrJIE7ZLycHyCaR5r9OHgC55...

Apps Getting Started Amazon.com: retinol Latest Headlines Customize Links Free AOL & Unlimite Free Hotmail

HOME CONTACT US HELP GRAD TEST USER

University of San Diego

Shipping Payment Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

Credit Card

CREDIT CARD

Click [Place My Order](#) to be directed to the secure payment page to enter your credit card information and complete your order.

Products

name		
Qty	Unit Price	Total
250	\$0.08	\$20.00
test		
Item Name: Business Grad Student Business Card		
Qty	Unit Price	Total
250	\$0.08	\$20.00

Subtotal: \$40.00
Shipping: \$0.00
Taxes: \$3.10



Checkout: Complete the Order

Credit Card Checkout

checkout sign out

EFIRICOH

Welcome to the University of San Diego Online Payments!

The University Accepts Visa, MasterCard, American Express and Discover Total Amount: \$43.10

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address * Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

We accept:



Checkout: Order Confirmation

HOME CONTACT US HELP THERESA ANDERSEN

University of San Diego

Shipping Payment Finish

Order Confirmation

Thank you for your order!

If you use store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number: **306** Status: **User approved** Order Date: 6/22/2018 11:30:01 AM PDT Due Date: 6/25/2018 8:00:00 AM PDT
As of 6/22/2018 11:30:02 AM PDT

Order placed by:
Theresa Andersen
andersen@san Diego.edu
Maher Annex
6192604890

SHIPMENT 1
Delivery Request

ADDRESS
Theresa Andersen
Maher Annex
6192604890 andersen@san Diego.edu

Products
TEST
Item Name: Standard Copy
Qty Unit Price Total
100 \$0.95 \$95.00

Payment Method:

Accounting Codes
POETS P
COPY00000
POETS O
University Copy
POETS E
Copying/Duplicating
POETS T
POETS S
10000



Order History

HOME CONTACT US HELP ENGLISH (UNITED STATES) THERESA ANDERSEN

University of San Diego

View your Order History

Order History & Status

My Profile
Address Book
My Saved Files
My Saved Jobs
My Downloads

ORDER HISTORY & STATUS

Time period: All Orders Show status: All Sort by: Order Date Search by Order ID

Order # 306 Order Date : 6/22/2018 11:30:01 AM Due Date : 6/25/2018 8:00:00 AM	User approved TEST
Order # 289 Order Date : 6/20/2018 8:32:34 AM Due Date : 6/26/2018 8:00:00 AM	Printed Kevin Guerrieri
Order # 254 Order Date : 5/22/2018 9:37:00 AM Due Date : 5/23/2018 10:00:00 AM	In production Refresh with TABs (Description Footer:Custom Book)
Order # 252 Order Date : 5/18/2018 8:22:31 AM Due Date : 5/18/2018 11:30:00 AM	User approved test

Total Records: 4 10 Per Page Page 1 Of 1



Contact Us

Questions? We will walk you through the process of ordering via our new digital storefront.

Please Call: (619) 260-4890 or ext. 4890 on campus

Thank you!

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