FedEx Office[®] Print On Demand

Quick Reference Create a Project

Login

- 1. To access your ordering site, go to: www.office.fedex.com/ondemand/xavier
- 2. Create a new User ID.

Note: If you have already created a User ID, select Log In to continue to your site.

CREATE A NEW USER ID. If you have already created a new User ID, select LOG IN to continue.
ner over to area and a continue.
REATE A NEW USER ID LOG IN

Create a User ID

1. Enter your information – Name, Address, Phone Number and Email. Select Enter Login Details.

	our details below to create your account. Already have an account? <u>Log in,</u>	
First name*	Last name*	
Company name		
Country/Territory*		
United States		\sim
Contact address*		

- 2. Choose User ID type (email address or create your own) and create a secure password.
- 3. Select Create My User ID. Depending on your site configuration, you may be granted immediate access, or your access may need to be approved by your site administrator.

Create a project

1. Choose Browse Print Products to create a new project.

NOTE: For narrow format document printing, select Upload & Print to bypass product selection.



- 2. Choose the print product that best represents your desired finished product and select Upload File.
- 3. Select Browse Files or drag-and-drop to add files. If you upload multiple files, they will be combined.

Set up a project

1. Use the menus to select print and finishing options for your project and select Add to Cart. The dynamic document preview and pricing will update to reflect your selections.

a 💼 🔤	28	DOCUMENT FILES	
		File Options	/
E m		Training Manual pdf	
International Maximum Architecture		REMOVE OR REPLACE FIL	ES
		BASIC PRODUCT OPTIONS	
	>	Product Print Properties	19
		Binding & Finishing	4
(and in the first of the solution of the so		ADVANCED OPTIONS	
•		Tabs & Blank Sheets	~

- 2. Choose View Price Details for a price breakdown, including any discounts.
- 4. Select Remove or Replace Files from File Options to add, replace, or remove files associated with your project.

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Cart Summary

1. At Cart Summary, you can modify item quantities, remove items from cart, or edit print options for items in cart.

item		Price	Qty	Discount	Subtotal		
FedEx Office						Summary	
2023	Acme Code Conduct	\$21.18	1		\$21.10	items (1)	\$21.18
Co Deste						Тах	TBD
						Tax Exempt?	
						Total Discount(s)	
						Total Discourt(s) Estimated Total	\$21.18
Delivery Methods							\$21.18
Delivery Methods	1.3					Estimated Total	\$21.18

Checkout with shipping

- 1. At Cart Summary, choose Shipping and then select Proceed to checkout.
- 2. Enter recipient address for delivery.
- 3. If applicable, enter a FedEx Shipping Account Number and Shipping Reference ID.
- 4. Select See Shipping Results.
- 5. Choose shipping method. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location.

Shipping			
Fedex Office	(1ltem)		
\$9.99	FedEx Home Delivery*	Saturday, October 07 End of Day	^
\$19.99	FedEx Local Delivery*	Friday, October 6, 5:00pm	
\$19.99	FedEx Local Delivery	Monday, October 9, 12:00pm	

6. Choose a Contact Person and Continue to Payment.

Checkout with pickup

1. At Cart Summary, choose In-store pickup and then select Proceed to checkout.

2. Search for a pickup location by entering an address or zip code and choose your preferred location.

		Tax	\$1.75
1. Pick up location		Tax Exempt?	
Select a FedEx store for pickup.	Show map 🗨	Total Discount(s) Estimated Total	\$22.93
Map Satellite		+ ADD FEDEX OFFICE ACCOUNT	IT FOR DISCOUNT
TURRERIDEE MANOR Brews 12 Bases 22 INDUSTRIAL PARK			
TURNERIOE]+		
CUSTER BIDDATE Service Service Servic	Apparent Annual Vice and Elissi Course Vice Province 3.27 mil Earlient Pickup		

- 3. Select Change Pickup Time to modify your desired due date and time.
- 4. Assign an alternate pickup person, if needed, and Continue to Payment.

Payment

- 1. Choose payment method (if enabled for your site).
- 2. Complete required payment fields (if enabled for your site) and continue to Order Summary.

Credit card FedEx Office account	✓	Carl / SIGLE PICKUD / Pay
	FedEx Office account	Credit card
Payment Information	on	Payment Informatio
How will you be paying for your order?	or your order?	

- 3. Review your order and select Edit to make any revisions.
- 4. Submit Order.
- 5. You will receive email confirmation of your order submission. Order details are saved to Order History.