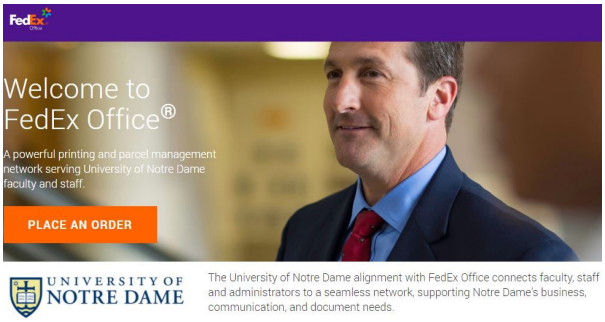
FedEx Office® Print On Demand

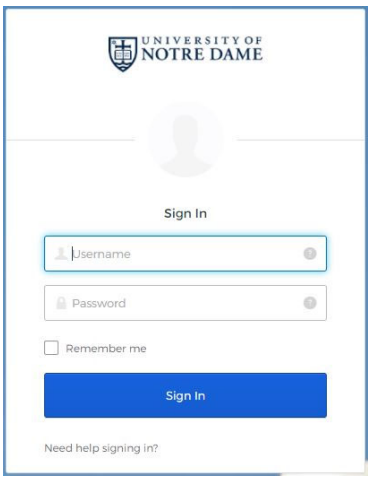
Quick Reference Create a Project

Get Started

1. To access your ordering site, go to: www.office.fedex.com/ondemand/nd - click on **PLACE AN ORDER**.



1. Enter your University NetID credentials.



Create a project

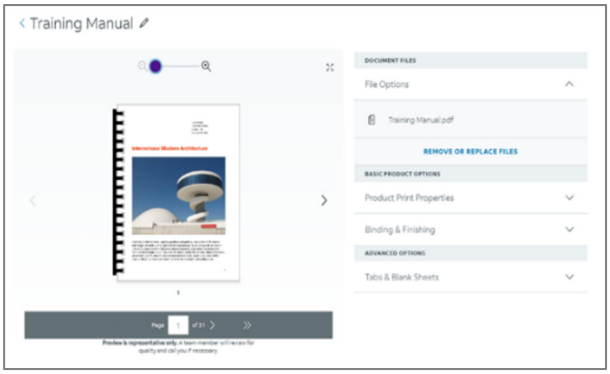
1. Choose **Browse Print Products** to create a new project.
   TIP: For narrow format document printing, select **Upload & Print** to bypass product selection.

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.



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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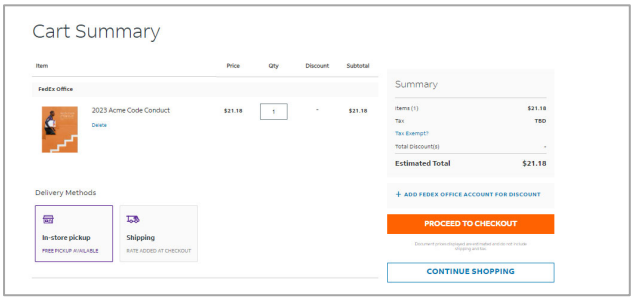
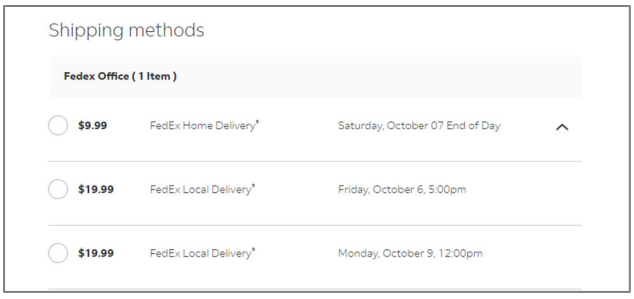
Cart Summary

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



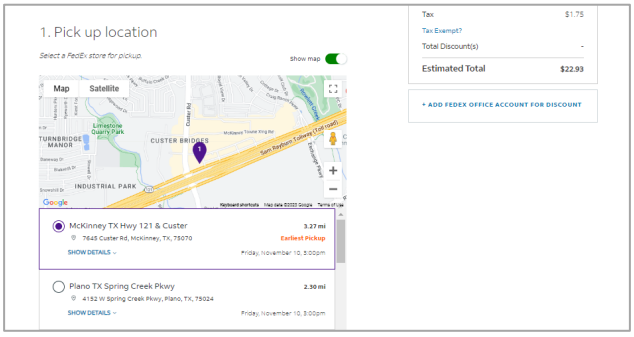
Checkout with shipping

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.



Checkout with pickup

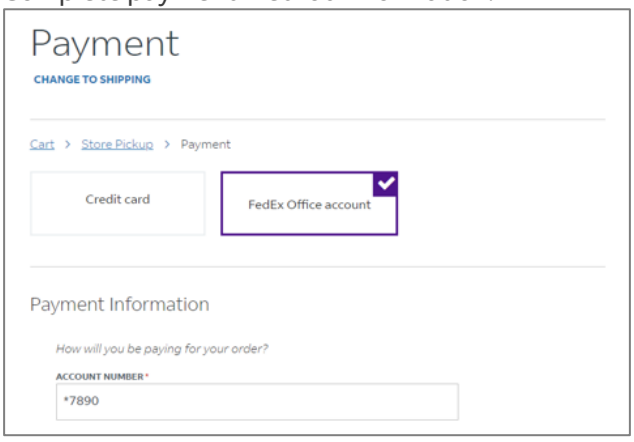
1. At Cart Summary, choose **In-store pickup** and then select **Proceed to checkout**.
2. Search for a pickup location by entering an address or zip code and choose your preferred location.



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. Complete payment method information.



2. Complete your FOPAL information when paying with FedEx Office Account number.

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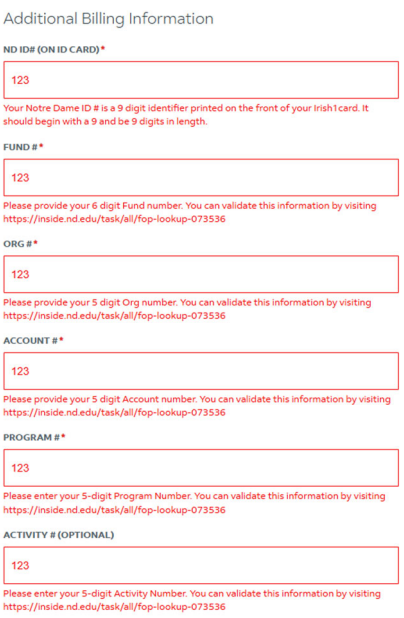
Additional Billing Information

ND ID# (ON ID CARD) *
123
Your Notre Dame ID # is a 9 digit identifier printed on the front of your Irish1card. It should begin with a 9 and be 9 digits in length.

FUND # *
123
Please provide your 6 digit Fund number. You can validate this information by visiting https://inside.nd.edu/task/all/fop-lookup-073536

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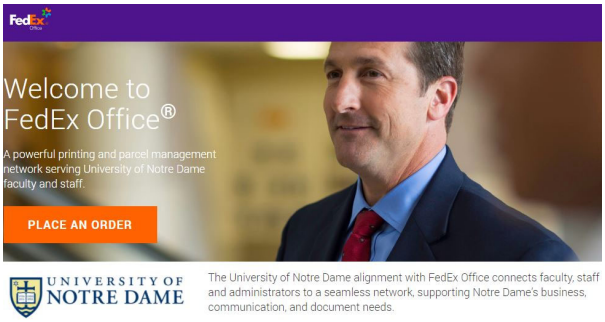

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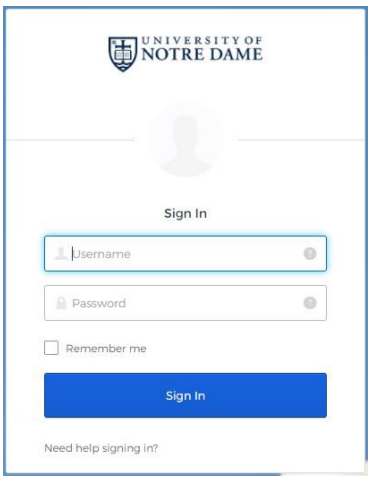

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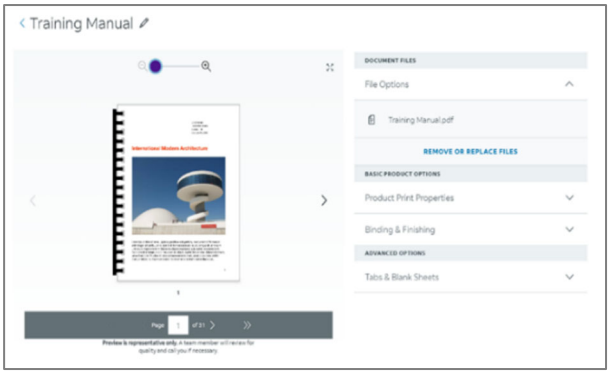

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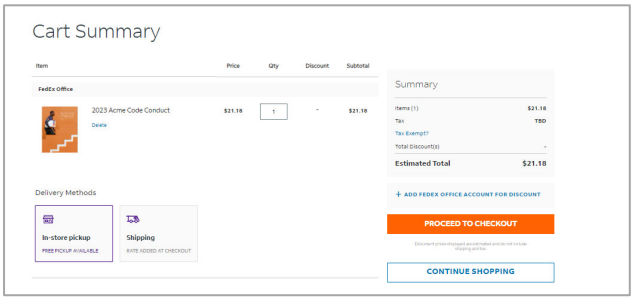

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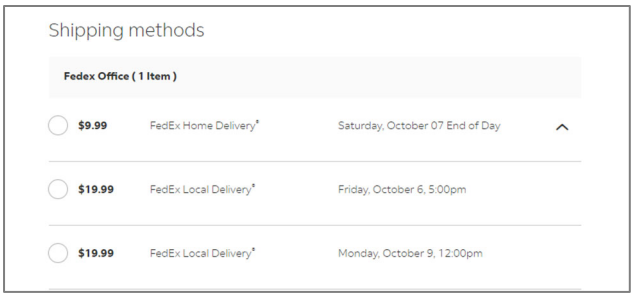

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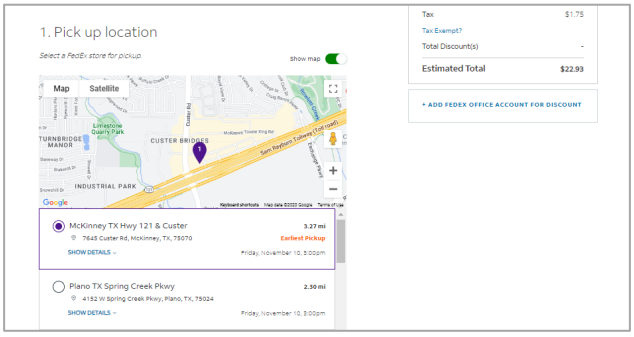

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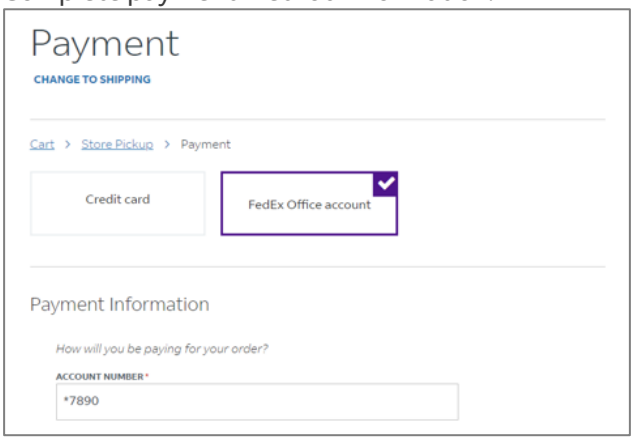

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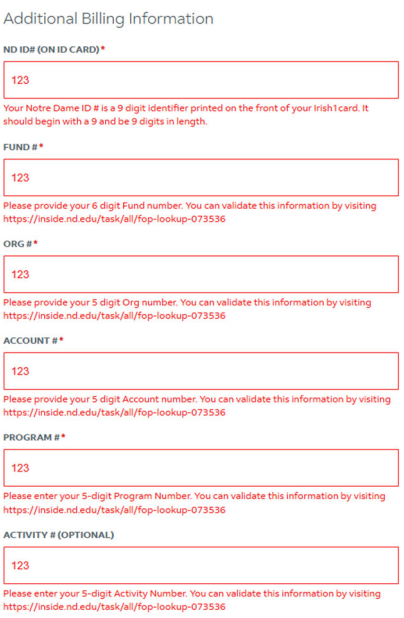
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