

SOLUTION BUILDER
PRODUCT SOLUTIONS GUIDE



STAPLES
Make More Happen[®]

SOLUTION BUILDER: PRODUCT SOLUTIONS GUIDE

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SECTION ONE

SOLUTION BUILDER PRODUCTS

Solution Builder Path: Signs & Graphics → Adhesive Signage → Wall Signs



Your customer can print any image or design that will help promote their business, or refresh their décor!

Your customer can choose from a wide array of colors and styles that match the decor and design of your office space.

Our adhesive products are repositionable! They have a low-tack adhesive which will prevent damage to the surface the sign is adhered to.

Product Features

Route To Production Facility

- Use your design to create a professional adhesive sign
- Durable material will withstand everyday office environment
- Available in matte, gloss, and fabric materials

Options

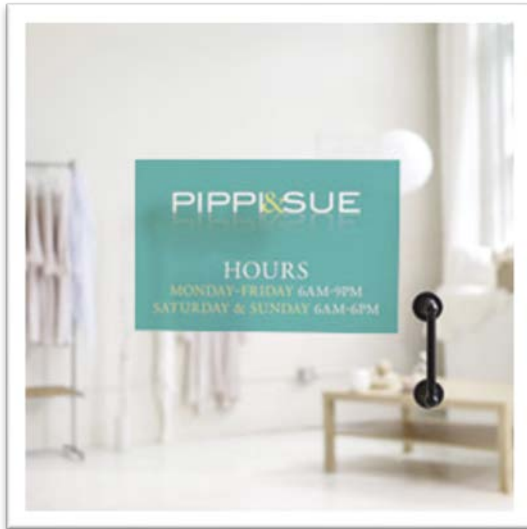
Available options include:

- Custom sizes up to 54" wide
- Repositionable adhesive
- Matte, gloss, or fabric finish
- Die-cut options available through Wes!

Customer Benefits

1	Branding	Your customer can build their company's brand with an adhesive sign that will not only direct people to the right place, but will reinforce your image
2	Professional	Branded signage creates a very professional image for your customers' own clients
3	Options	Many options available to assist your customer in getting the perfect adhesive signage for their business

Solution Builder Path: Signs & Graphics → Adhesive Signs → Window Decals



Help your customer create unique custom signage for their business using window decals. Embellish these decals with logos, messages, hours of operation, service menus and more. Both small and large sizes give you the room you need to add custom artwork for a personalized touch.

Product Features

[Route To Production Facility Or Wes](#)

- These color window decals make increasing a customer’s brand recognition simple. They can use them as signage at their establishment, or hand them out at events, such as conventions and trade shows, so potential clients keep your company at the forefront.
- The low-tack adhesive on the back of these window decals makes them easy to place, remove and reposition without leaving residue behind.

Options

Available options include:

- Portrait or landscape orientation, available in custom sizes
- Made from durable vinyl with 50/50 or 70/30 perforation. The material has small holes drilled in the cling, allowing the message to be seen from one side, while not obscuring the view through the window from the opposite side
- Internal or external adhesive options (If you need an internal print, request “reverse print”)
- Opaque window clip available for die-cut
- Clear window decals available through Wes

Customer Benefits

1	Brand Recognition	Easy way to create brand recognition by using window clings in a store front or your customers could give them out as promotional pieces
2	Customization	Customize with whatever size and unique information and graphics your customer wants

Solution Builder Path: Signs & Graphics → Accessories → Adjustable XStand Bundles



The Xstand bundle is inexpensive and a perfect introduction to banner stands for any customer. Ideal for indoor use, it's lightweight and easy to set up!

Product Features

Route To Production Facility

- Highlight your customer's business and services to the public in this easy bundle
- Is your customer's message permanent? No? That's OK, because they can purchase a new banner to use with your existing stand at any time!

Options

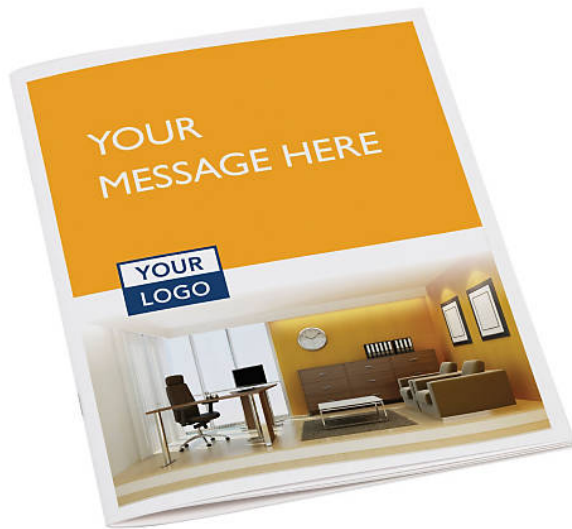
Available options include:

- Adjustable from 24" to 32" wide
- Choose from indoor poly or display film

Customer Benefits

1	Affordable	This is our most economical banner stand, and it's great for a customer that may never have previously used a banner stand
2	Customization & Branding	A great way for your customers to get their promotion, messaging, and brand displayed! Create interest, excitement and awareness!
3	Updateable & Adjustable	Your customer can replace the banner at any time, if their messaging, offerings, or promotion changes, and they can hold media of varying length!

Solution Builder Path: Copy & Print Products → Booklet



Whether you're creating a small catalog of products or handing out presentation information in an easy-to-read format, custom booklets can help your customers get their information out!

Product Features

- Large custom booklets give your customer room to print full-size images of slides or put multiple pieces of information on a single page. Smaller booklets are compact enough for event attendees or customers to easily carry around.
- Choose a thick paper stock for booklets your customers want to keep, such as those describing product warranty information or usage instructions. Thin paper stock is an economical option for event programs or other temporary-use booklets.
- Custom booklets that include your logo and business name on the front enhance the image of your customer's company while increasing brand recognition.

Options

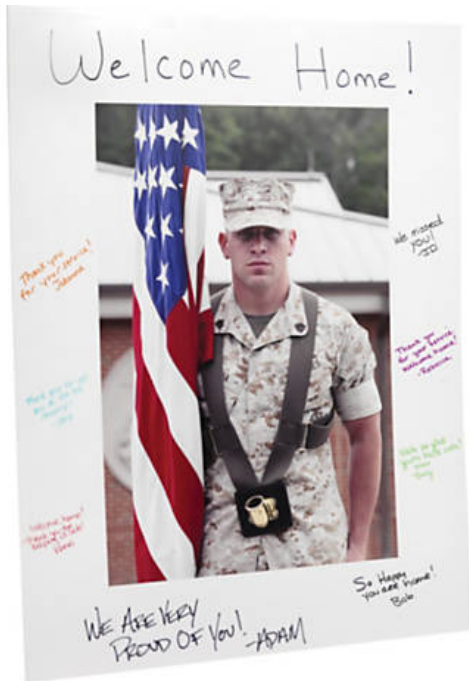
Available options include:

- **Styles** – small 5.5" x 8.5", medium 7" x 8.5", or large 8.5" x 11"

Customer Benefits

1	Easy!	There is no binding to worry about, so pages can't slip out
2	Economical	Less expensive than comb or coil binding
3	Fast	Booklets generally have a quicker turnaround time

Solution Builder Path: Signs & Graphics → Border Prints



Favorite photos become special gifts and keepsakes to mark special occasions.

Your customer can create memories and celebrate them with a border print that everyone can sign with a personal message!

Product Features

- Enlarge your photos with a 12" x 18" image on heavyweight coated paper, mounted and laminated on 18" x 24" white foam board. This leaves a 3" space around the photo for people to sign!
- Great for parties, weddings, sports teams, graduation celebrations, and more!
- Price includes print, mounting and lamination.
- Additional finishing options available: Adhesive easels, and grommets

Options

Available options include:

- Available in portrait or landscape orientations

Customer Benefits

1	Inexpensive Option!	Low-cost Border Prints are quick and affordable and add a personal touch to whatever you are promoting or celebrating
2	Make It Personal	Nothing adds to the personal touch of a photo more than the ability for your customers' colleagues, friends, or family to sign their print!

Solution Builder Path: Copy & Print Products → Carbonless Forms



Customized business forms enhance your customer's professional image by helping them create a uniform look across all of their marketing and managerial materials.

Place a company name, logo, address and phone number on these business forms, so they match your customer's business cards and letterhead.

Product Features

Route To Production Facility

- Select business forms that reflect your customer's needs. Choose from products such as purchase orders, statements, appraisals, sales slips, repair orders, and invoices.
- Choose black, red, or blue text. The variety of ink choices makes it simple to select business forms that coordinate with your customer's existing organization system.
- Business forms are available for manual and computer data entry. Find forms compatible with existing computer software as well as forms that make it easy to create professional-looking documentation while your customer is out of the office.

Options

Available options include:

- Black & White or Color, in 2, 3, or 4-part Forms, available 2 & 3-hole punching
- Produced at our Digital Production Facility - Extra turn time required

Customer Benefits

1	Professional Look	Color Carbonless Forms are very professional looking, and help create a great image for your customer
2	Ease & Mess-Free	Easier than carbon forms, and your customer won't have to worry about making a mess with carbon transfer material
3	Stay Organized	With 2 or 3 hole punching, your customer can file their copies of invoices, making it easier to keep track of their paperwork

Solution Builder Path: Copy & Print Products → Doorhanger



Doorhangers are a great way for your customer to get their marketing message literally into and onto the doors of existing & potential customers!

Product Features

Route To Production Facility

- Thick paper stock with a hole cut out at the top for your customers to place on the doorknobs of houses in the markets where they are located

Options

Available options include:

- Options in Color or Black & White
- Finished size of 4.254" x 11"
- Single-sided or double-sided
- Produced at our digital production facility (additional production time required)

Customer Benefits

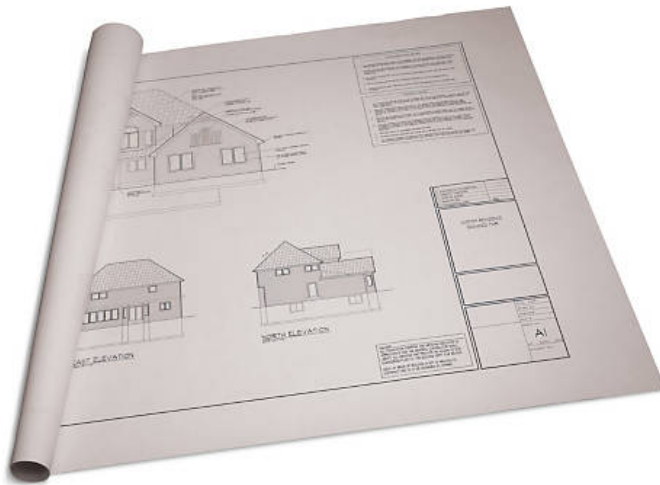
1	Affordable	Businesses can target a small group of houses and order a small quantity of Doorhangers, or order more!
2	Bulk Quantity Discounts	Is your customer interested in saturating an entire community or mail route? If your answer is yes, talk to your customer about Every Door Direct Mail (EDDM). EDDM is orderable through a Wes lead!

Direct Mail Available!

Utilize Wes

- Your customer may be interested in a direct mail campaign! Your customer's marketing would be sent to specific targeted mail routes, based on demographic information that's important to your customer! Utilize Wes to connect your customer to direct mail!

Solution Builder Path: Signs & Graphics → Engineering Prints



Engineering prints reproduce line drawings and graphics with high definition and contrast.

The large size creates an easy-to-read alternative for sharing ideas with clients and contractors, and is a low-cost option when a high volume of prints is required.

Product Features

- The crisp, white paper of engineering prints makes every detail stand out, displaying lines and graphics with the meticulous accuracy required by architects and builders.
- Customers can present a design/concept to a group using engineering prints, making it easy for everyone to see and share in the discussion.
- Choose the size and price to suit your budget and needs with the four options available.

Options

Available options include:

- Make an impact with a color engineering print! Black and white also available
- Not recommended for full color, photo print, or full bleeds (Use signs and poster option instead)
- Many available sizes: 18"x24", 24"x36", 30"x42", and 36"x48"
- Finishing options available: Laminating, mounting (white or premium foam core), stapling, and more!

Customer Benefits

1	Affordable	Engineering prints are affordable, and can assist with many projects for everyday consumers, as well as architecture, construction, and design professionals
2	Options	Many options available (detailed above) will help your deliver the right product to suit their needs

Solution Builder Path: Copy & Print Products → Essay / Document



Your customers can reach more of their own existing or new customers/clients using professional, high-quality materials.

Clean, crisp copies and documents provide consumers and customers with an easy way to read a marketing message.

Product Features

- Choose from four different standard sizes: letter (8 ½” x 11”), legal (8 ½” x 14”), or tabloid (11” x 17”), to better accommodate your mailers or your filing cabinets. Custom-size copies and documents are also available.
- Attract more customers with color copies and documents, or have your customer’s literature duplicated in black & white. Options for binding and finishing.
- Order as few or as many copies and documents as you need.

Options

Available options include:

- A variety of paper sizes, styles, and colors
- A variety of finishing options available

Customer Benefits

1	Retention	Customers are more likely to read and retain information when it’s printed in color
2	Build Business	Your customers’ marketing information or content could help them create awareness and drive new business
3	Branding	Your customers logo, slogan, and contact information will stand out when printed on color

Solution Builder Path: Signs & Graphics → Accessories → Expand Tradeshow/Event Solutions



If your customer is participating in a trade show, we have just the marketing solution for them!

Product Features

[Route To Production Facility Or Wes](#)

- Highlight your customer's business and services to the public
- Expand offers a wide array of trade show solutions, including backdrops, booth signage and banner stands (**Contact Wes**)

Options

Available options include:

- **Contact Wes**

Customer Benefits

1	Quality	Expand offers the highest quality products, and most come with a lifetime warranty!
2	Customization & Branding	A great way for your customers to get their promotion, messaging, and brand displayed! Create interest, excitement and awareness!
3	Updateable	Your customer can replace the banner at any time, if their messaging, offerings, or promotion changes

Solution Builder Path: Copy & Print Products → Flyer



Help your customer bring in new customers and keep their buyers informed! Advertise upcoming events. Your customers can post their company information and promotions on walls, windows and local bulletin boards with ease.

Product Features

- Colorful flyers are an eye-catching way to let customers know about a big sale or a change in store hours.
- Design flyers in minutes by selecting from thousands of pre-made templates. Just fill in the relevant information and upload a photo or logo for a customized design. Custom design if can also be designed for your customer, by using Staples Design Services!
- Get your flyers when your customer needs them by choosing same-day, in-store pickup or by having them delivered. Large orders receive volume discounts on single and two-sided designs.

Options

Available options include:

- Available with multiple paper options in color or black & white
- Single or two-sided designs
- Vertical or horizontal orientation
- Folding, cutting and lamination also available!

Customer Benefits

1	Branding	Your customers can use flyers to advertise a promotion, a program, or even awareness for brand recognition
2	Excitement	Flyers designed and printed in color can generate excitement, and people will be more likely to pick up a flyer and read it when it's printed in color!

Solution Builder Path: Signs & Graphics → Indoor → Indoor Banners



Banners can be used for a range of purposes. Bring them to conventions to increase brand recognition and value, or use them in house to call out new products and promotions.

For nearly every event your customer’s company hosts or attends, a custom banner can help spread their marketing message.

Product Features

May Require Routing To Production Facility

- Many preconfigured sizes, or custom banner sizes are available
- With hundreds of banner designs to choose from, you're sure to find a layout and style perfectly suited for your customers’ needs, or they can bring in their own design

Options

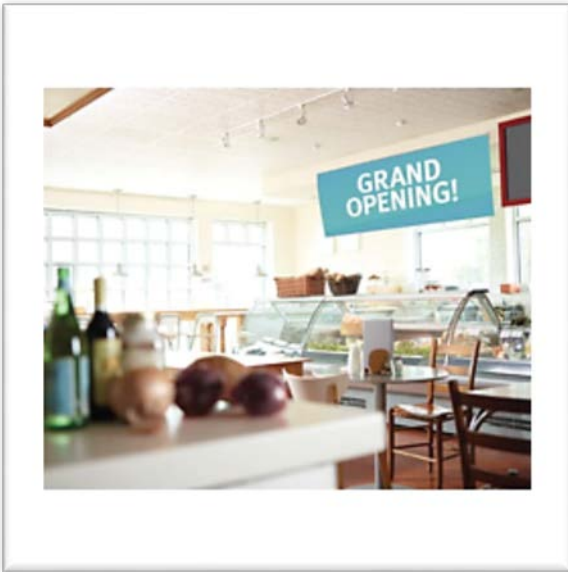
Available options include:

- Available in portrait or landscape design that creates a unique visual
- Available in single or double-sided (Double produced at DCS-Additional production time required)
- Semi-gloss display film, matte polypropylene, scrim vinyl, gloss vinyl, and display film
 - **Note: Not all substrates available in store (May require additional production time from DCS)**
- Finishing options available: Grommets, wind slits, and hem tape
- Available accessories: Bungee cords, suction cups with hooks, and adjustable X Stand

Customer Benefits

1	Create Excitement & Awareness	Your customer can attract business and traffic using banners designed using one of many available templates, or they can bring their own design
2	Build Their Brand	Your customers’ banners can reinforce their business and their brand
3	Numerous Finishing & Accessory Options!	You have everything your customer needs to protect, complement and to help them display their banner! Chances are, they need these to properly hang and maintain their banner.

Solution Builder Path: Signs & Graphics → Indoor → Indoor Signs



Signs and posters are great for so many uses, from celebrations, events, promotions, trade shows, and so much more.

Your customer has many available finishing options that will help display and/or protect their sign or poster!

Product Features

- High quality printing is great for signs, graphics, or any design when your customer wants to make an impact indoors.

Options

Available options include:

- Available in portrait or landscape, in sizes: 12" x 18", 18" x 24", 24" x 36" and 36" x 48"
 - **Custom sizing is also available**
- Available media: Gloss photo, semi-gloss photo, heavyweight coated, and super heavyweight matte
- ****Additional media available from production facility: Poster board, corrugate plastic, zebra foam board, PVC, polystyrene, matte adhesive, gloss adhesive, fabric adhesive and 040 aluminum (some media available double-sided at production facility)**
- Additional attachment finishing options available for your customer: laminating, standard or premium mounting, adhesive hangers, grommets, adhesive easel stands, snap frames (**Wes Product**)

Customer Benefits

****These Media Types Route To Production Facility**

1	Promote Your Customer's Brand	Displaying signage in your business can promote your services, provide useful information to your customers, and can help build your brand!
2	Many Additional Media Types Available!	You can choose from many additional media types to find the right solution! (See expanded selections BOLDED in RED above!)

Solution Builder Path: Copy & Print Products → Manuals Standard/Coverbind



Your customers can distribute year-end reports, equipment manuals and other documents with the professional appeal of a business manual.

Customers choose from multiple binding styles and organizational options to personalize the final product, and better meet the needs of your customer's business.

Product Features

- A variety of binding options available to meet your customers' needs
- A variety of manual options are available to fit your customer's price range. Choose from black & white or color prints, and select the best paper weight for their budget.
- Optional tabs allow your customer to organize data in each manual.

Options

Available options include:

- Bind using 3-Ring Binders, Coil Binding, Comb Binding, Soft Cover Binding (Coverbind), and Printed Soft Covers (Coverbind Print On Demand)
- Hard Cover (Ambassador Coverbind) also available (DCS production only, allow extra production time)

Customer Benefits

1	Protection & Save	Customers can protect and save reference materials by binding their manuals
2	Options	Multiple options available in paper and binding choices to get your customer the right look within their budget

Solution Builder Path: Copy & Print Products → Memo Pads



Effective marketing and convenient practicality blend seamlessly when you provide custom-designed notepads to your customers. Customers can choose from a wide range of pre-designed styles, or upload their own design.

Product Features

Route To Production Facility

- Whether your customer wants personalized note pads to take quick notes in their office, or to hand the pads out to clients, we make it easy to do both!

Options

Available options include:

- Customers can choose from many design templates, or bring their own design to life
- Available in color or black and white, and in landscape or portrait orientation
- Many paper options also available, and printing single or double-sided

Customer Benefits

1	Build Their Brand	By handing out memo pads with their company logo, your customer can keep their brand alive on the desks of <i>their own</i> clients
2	Affordable & Customizable	Can chose from many design styles, sizes, and can order them in small or large quantities

Solution Builder Path: Copy & Print Products → Menu



Every restaurant publishes their menus, and some even publish dine in, carry out, delivery and catering menus! We can satisfy all of those needs!

Product Features

- Your customer can use one of many design templates, or bring their own custom design
- Choose from many paper styles, and print in color or black and white
- Short-runs can be chosen if menus or prices change regularly

Options

Available options include:

- Many paper choices, including tear-resistant paper for longevity
- Finishing options also available, like folding, cutting, and laminating
- Print in color for maximum impact, but black and white also available

Customer Benefits

1	Market & Generate Business	Your customer can market their restaurant, hair salon, etc. by sharing their menu OUTSIDE of their establishment, to drive awareness and footsteps INTO their business
2	Great Finishing Options	Customers can get their menus machine-folded quickly and affordably, or even laminate their menus so the menus will last
3	Tear Resistant Paper	Menus on tear-resistant paper are strong, durable, and waterproof, so they won't need to be replaced as regularly
4	Entice Customers	Let your customer know that showing pictures on a menu in color can entice consumers to order a special dish, a special dessert, or in a hair salon, choose that haircut!

Solution Builder Path: Copy & Print Products → Newsletter / Bulletin



Most clubs and organizations publish newsletters on a regular basis. Newsletters and bulletins allow them to share news, information, photos, and upcoming events, generating excitement and interest.

Product Features

- Your customers can get the word out, generate interest, and even generate membership by producing and distributing newsletters
- Organizations can sell their own advertisements in their newsletters to help them with funding for the publishing of their newsletter

Options

Available options include:

- Customers can choose letter, legal or tabloid sizes
- Printing in color attracts the most interest, but black and white also available too
- Finishing options include machine folding, hand-folding and cutting to a custom size!
- Ask your customer about long-runs of newsletters. They may be interested in Every Door Direct Mail (Access Wes in Solution Builder to create an EDDM Wes quote!)

Customer Benefits

1	Options	With the many design options your customer has, you can produce a newsletter for them that will exceed their expectations
2	Awareness	Assist your customer with newsletters, and you are assisting them with driving awareness about their organization!

Solution Builder Path: Signs & Graphics → Outdoor → Outdoor Banners



Banners can be used for a range of purposes. Bring them to conventions to increase brand recognition and value, or use them to call out new promotions.

For nearly every event your customer’s company hosts or attends, a custom banner can help spread their marketing message.

Product Features

May Require Routing To Production Facility

- Available in preconfigured sizes or custom
- With hundreds of banner designs to choose from, you're sure to find a layout and style perfectly suited for your customers’ needs, or they can bring in their own design

Options

Available options include:

- Select a portrait or landscape design that creates a unique visual
- Available in scrim, gloss vinyl, or mesh (Double-sided available in scrim)
 - **NOTE: Production at the DCS-Additional production time required**
- Finishing options available: Grommets, wind slits, and hem tape
- Available accessories: Bungee cords, suction cups with hooks

Customer Benefits

1	Create Excitement & Awareness	Your customer can attract business and traffic using banners designed using one of many available templates, or they can use their own design
2	Build Their Brand	Your customers’ banners can reinforce their business and their brand.
3	Increase Customer Traffic	A banner highlighting a grand opening, a promotion, or special will drive awareness, and could help your customer increase traffic!

Solution Builder Path: Signs & Graphics → Accessories → Outdoor Sign Accessories



Sandwich Boards, Metal Stakes and Metal Frames -- These common accessories will take your customers printed signs and make them come to life!

Product Features

[Route To Production Facility](#)

- All of these products are safe for outdoor use
- By having the ideal display mechanism, your customer's printed sign will attract attention

Options/Products Available

Available options include:

- **Metal Stakes:** Steel lawn stakes 10" x 30" are included with each order
- **Metal Frames:** 18" x 24" black iron frames or black iron frame with rider
- **Sandwich Boards:** 24" x 36" in white or black 24" x 36" (Recommended media to be used with sandwich boards: corrugated plastic or polystyrene)

Customer Benefits

1	Affordable	Stakes, Frames, and Sandwich boards are all cost effect ways to highlight your customer's printed signage
2	Reusable & Durable	Your marketing message changing? Are you celebrating another event? No worries, these accessories are reusable and you can change the sign as you need to, saving you money!

Solution Builder Path: Signs & Graphics → Outdoor → Outdoor Signs



Signs are great for so many uses, from celebrations, events, promotions, trade shows, and so much more.

Your customer has many available finishing options that will help display and/or protect their sign or poster!

Product Features

Route To Production Facility Or Wes

- High quality printing great for signs, graphics, or any design when your customer wants to make an impact outside

Options

Available options include:

- Available in portrait or landscape, in sizes: 12" x 18", 18" x 24", 24" x 36", 36" x 48", and custom sizes
- Available in corrugate plastic, PVC, polystyrene, matt adhesive, and 040 aluminum
- Additional attachments/features: Grommets, sandwich boards, and metal snap frames **(Wes)**

Customer Benefits

1	Preconfigured Sizes Make Ordering Easy!	Your customer can chose from preconfigured choices or a custom!
2	Great For Marketing A Customer's Brand	Signs are a great way to display a company's brand, promotion, or marketing message!
2	Many Media Choices	You customer has many choices of media, which will help you deliver the very best product for them!

Solution Builder Path: Signs & Graphics → Parking Signs



Your customer can ensure the public parks in the right spaces, and just as importantly, keeps the “no parking” spaces free from traffic.

Product Features

Route To Production Facility

- Easy to order metal signage can help the general public to navigate parking at your customer’s place of business.

Options

Available options include:

- Available in 12” x 18” and 18” x 24” in portrait or landscape orientations
- Available in painted or reflective finishes
- Rounded corners and precut holes
- Artwork can be customized to include logos or personalized messaging

Customer Benefits

1	Easy, Effective, and Durable	These durable metal parking signs free up the areas that could make unauthorized parking an challenge for your customer.
2	Alternative Use	These metal signs can also be used for other needs outside of parking

Solution Builder Path: Copy & Print Products → Pocket Folders



Getting your customer’s business information into the hands of people is the first step toward landing new business, and these high-quality folders will seal the deal.

Customers can order folders for their entire sales team, and allow employees to customize the folders with their own business cards, using the die cut slots.

Product Features

Route To Production Facility

- These folders contain two deep pockets that hold price lists, order forms and contracts, allowing customers to deliver a complete information package in one attractive folder.
- Folders include a die-cut business-card holder to allow customers to provide their contact details on a removable card. They also have the opportunity to change out business cards for different employees that may use the folders.

Options

Available options include:

- Design and pricing of folders includes an uploaded photo or logo. High-quality gloss finish or heavy matte stock options.
- Size of product folded is 9” x 12”, perfect for housing letter sized documents, or ledger sized documents folded
- Color printing makes a great presentation “pop”, but black and white also available

Customer Benefits

1	Branding	A beautifully designed presentation folder with your customer’s design/logo, will make a great impression and help them build their brand
2	Market & Prospect	Your customer can put an entire packet together using these presentation folders to create awareness and drive new business
3	Many Matching Products Available	Why stop at presentation folders? Get your customer other matching marketing materials to further build their brand

Solution Builder Path: Additional Services → Pre-Inked Stamps



Many small and large businesses handle a lot of mail and inter-office materials that require the addition of signatures, dates, and other important information.

Pre-Inked Stamps are a cost-effective and time-efficient alternative to writing out this information every time.

Product Features

- Customize pre-inked stamps with information that customers frequently need to fill-in
- To ensure long-lasting use, self-inking options provide approximately 10,000 impressions
- Use date and number stamps, account number stamps, and more, for various paperwork
- Create a customer’s signature stamp, or use our design templates

Options

- Available in 6 sizes, with some color choices based on size (black, red, blue, and green)
- Sizes range from small (3/8” x 2 3/8”) to extra-large (1 1/2” x 3 1/2”)

Customer Benefits

1	Save Time	Customers save time by having their most used information at their fingertips (and on their stamp)
2	Quick Production	Pre-Inked Stamps are typically produced same day/next day
3	Wedding Gift	Do you know someone who is getting married? Be the first person to gift them a return address stamp with their new married names!
3	Housewarming Gift	Do you know someone who just bought a new home? Be the first person to gift them a return address stamp with their new address!

Solution Builder Path: Copy & Print Products → Presentations



Add a great professional appearance to any customer's PowerPoint presentation or handout! Available with many customizable options!

Product Features

- Print custom presentations in either full color or black & white.
- Many paper size and weight options to create durable presentations that can be used again
- Customers can choose single or double-sided printing options
- Customized covers for your presentations.

Options

Available options include:

- **Binding** – Corner stitch, wire bind, coil binding, comb binding, coverbind, in-store binder, 3-ring binder
- **Covers** – A variety of front and back covers are available
- **Tabs** – Standard or Mylar tabs in 5-bank or 3-bank configurations

Customer Benefits

1	Customization	Customer choose from many options make sense for their needs, budget, and time frame. With choices of paper, binding, single or double-sided printing, and covers
2	Professional Appearance	People are more likely to retain and refer back to materials when supplied in this type of format
3	Cost-Effective	When presentations or important documents are bound with covers, materials are protected, and customers will have to replace them far less frequently

Solution Builder Path: Additional Services → Scanning



If your customer is in need of saving important documents or photos digitally, scanning is the right solution.

Your customer will never have to worry about important documents or photos getting damaged, as they will be preserved digitally!

Product Features

- We can take our customer’s important documents and photos and preserve them digitally, making storage of them, sharing of them, and referencing them easy!
- Your customer will also have many options for the way the documents and/or photos are scanned, including the file type, file size, resolution, and more.

Options

Available options include:

- Documents and photos can be scanned and saved to a flash drive, or burned to a CD
- **Scanning Options:** Wide Format Scanning, Flatbed/Glass, and document feeder scanning

Customer Benefits

1	Save & Preserve Memories	Scan and save old photos and never have to worry about them getting damaged again! You can even share them easier when they are digitized!
2	Save Important Documents	Never mind those stacks and stacks of papers, bills, and receipts! Save your documents digitally and make them portable, easy to find and refer to, and easy to share!



Self-Serve Scanning: Scanning is also available on our self-serve devices!

This economical service is ideal for customers in a hurry, or with materials that can be fed through the document feeder. Customers can choose scanning to a thumb drive, to the cloud, or to their email!

Solution Builder Path: Copy & Print Products → Sell Sheets



Similar to a flyer, your customer can get their marketing message out with a sell sheet. These are commonly used by a variety of salespeople, including drug company representatives, real estate agents, and more!

Product Features

- Sell sheets will help your customers get their marketing message out, and create a professional branded product into the hands of their existing clients, and even help them earn new customers!

Options

Available options include:

- Numerous paper choices to find your customer the right look and feel for their sell sheet
- Choose from single or double-sided
- Color printing will make images “pop”, but black and white also available

Customer Benefits

1	Branding	Your customers can use sell sheets to advertise a promotion, a program, or even awareness for brand recognition
2	Excitement	Sell sheets designed and printed in color can generate excitement, and people will be more likely to pick up a sell sheet and read it when it’s printed in color!

Solution Builder Path: Signs & Graphics → Outdoor → Yard Signs



When customers add yard signs to the front of their business or a parking lot entrance, potential customers are sure to take notice.

Whether advertising a new product or are announcing a grand opening, yard signs make a statement that the public can't miss!

Product Features

Route To Production Facility

- Yard signs are made from durable, corrugated plastic or metal, so your customer can be confident that they'll withstand the elements
- Use a design template to create a sign on your own design
- Tell a story with your yard signs, by using bold colors and unique marketing messages

Options

Available options include:

- Available in corrugated plastic or aluminum, single, or double sided (Produced at the DCS-Additional production time required). Also includes stakes for placement in the lawn
- Corrugated plastic yard signs come with metal stakes
- Metal frames available for purchase with aluminum sign
- Available in 18" x 24" or 24" x 36" or custom sizes

Customer Benefits

1	Customization	Custom yard signs give companies an edge over the competition. Since these signs are designed specifically for their business, they are sure to stand out among a sea of generic sale signs.
2	Adaptable	Use yard signs a variety of ways: to tell a unique story, use a row of signs to direct customers, or advertise a special event.
3	Advertise	Many customers who are landscapers or construction companies use lawn signs to market the property while they are working there, and even when they're complete, to highlight their work

SECTION TWO





SOLUTION BUILDER CONFIGURED SERVICES

Binding


Binding is commonly used simply to keep a group of pages together and organized. Examples include presentations, proposals, and training materials.

Standard Offerings



	Type	Description
1	Corner Stitch 	Stapled in the corner, designed for documents ideally for single use. This can be set from your copy machine. Additional charges would apply for any hand stapling.
2	Wire Bind 	Metal spring-type binding, commonly used in legal documents. <i>Produced by DCS facility only</i>
3	Coil Binding 	Plastic spring-type binding, lays flat when opened. Commonly used for PowerPoint presentations, and training manuals.
4	Comb Binding 	Plastic bind in an assortment of colors, square punched holes, and easy to add additional pages

Binding (Cont.)

	Type	Description
5	 Coverbind	Professional look with documents adhered to binding edge. Several color choices and options, including Coverbind Print-On-Demand (customer image printed on cover), and Ambassador hard cover books. <i>(Ambassador Coverbind Through Production Center Only)</i>
6	 In-Store Binder	(Saddle Stitch) Staples along the edge of a folded booklet. This can be configured on most copiers using finishing options.
7	 3-Ring Binder	Easiest to update materials (add and move pages and tabs) <i>Available in Economy or Standard</i>

Binding Side

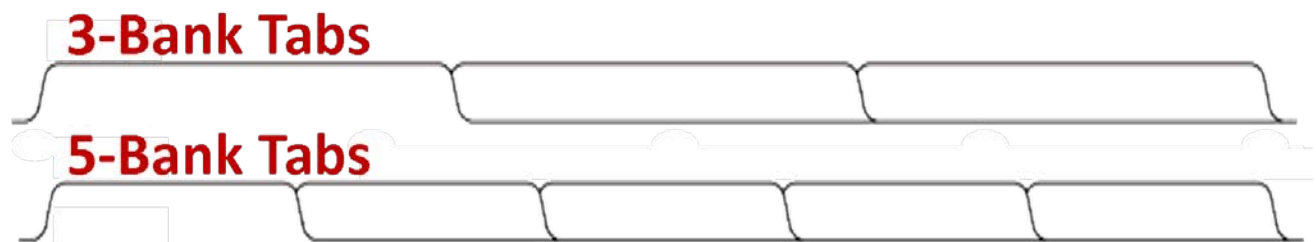


1	Right Edge	Documents are bound on the right in landscape or portrait orientations. Though this binding is less common, this may be beneficial for left handed users.
2	Left Edge	Documents are bound on the left in landscape or portrait orientations. Commonly used for booklets and manuals.
3	Top Edge	Documents are bound on the top in landscape or portrait orientations. Commonly used for presentations and proposals.

Additional Options

Additional options are available to fully customize your customer's order. These include:

1	Front Cover	Available in Clear Plastic, a variety of colored vinyl, or cardstock <i>No front cover is also an option.</i>
2	Back Cover	Available in Clear Plastic, a variety of colored vinyl, or cardstock <i>No back cover is also an option.</i>
3	Tabs	<p>Available in card stock or Mylar in 5-bank and 3-bank configurations.</p> <p>(See Figure Below) Banking refers to how many tabs appear on the edge.</p> <p><i>5-bank tabs are smaller and the finished product will have 5 tabs visible, though there may be repeating of additional banks of tabs behind what is visible.</i></p> <p><i>3-bank options would be the same, but are wider and 3 tabss are visible, though there may be additional banks of tabs behind what is visible.</i></p> <p>Tab names will also be captured here if tabs are selected.</p>
4	Tab Location	<p>Location within the document of where each tab is to be placed in the final document. Locations will be indicated by either Before or After a specific page numbers.</p> <p><i>Locations must be specified for all bound documents with the exception of 3-ring binders.</i></p>







Standard Offerings




Cuts are used to indicate what unwanted portions of the page need to be removed to produce a finished product. Each vertical or horizontal cut must be accounted for, including cuts to remove the outside trim of the page in the case of a full-bleed finished product.

Standard Offerings

	Type	Method	Description
1	 Half-Vertical	1 cut	Use for half page flyers/marketing
2	 Half-Horizontal	1 cut	Use for half-page flyers/marketing
3	 Quarters	2 cuts	Use for small mini-flyers/marketing
4	 Thirds-Horizontal	2 cuts	Use for 3-up flyers/marketing

Custom Cutting

Custom cutting is used when full-bleed cutting is required, removing trim space at the outside final dimensions.

	1	CUTS PER SHEET	This is the total number of cuts needed to separate all finished product from the original sheet. If full-bleed is required (borderless printing) 4 cuts are added for the removal of the outside edges.
	2	FINISHED SIZE	The final size of the finished product. For custom cuts, this will usually be outside of the standard half, quarter, or third-horizontal dimensions.
	3	NUMBER UP	Number of finished product on the sheet.

Examples

- If a customer requests a half-page vertical flyer, without bleeds, you would need to make 1-cut per stack placed in the electric paper cutter (Cutter holds 250 standard weight pages, or 125 pages cardstock or coverstock) **(SEE FIGURE 1)**
- If a customer requests a 4-up flyer on letter sized paper without bleeds, the customer would pay for 4 cuts to separate the flyers **(SEE FIGURE 2)**
- If the flyer is four-up, **full-bleed** on a letter-sized page, your customer would pay for 6 cuts to cut all mini-flyers out **(SEE FIGURE 3)**

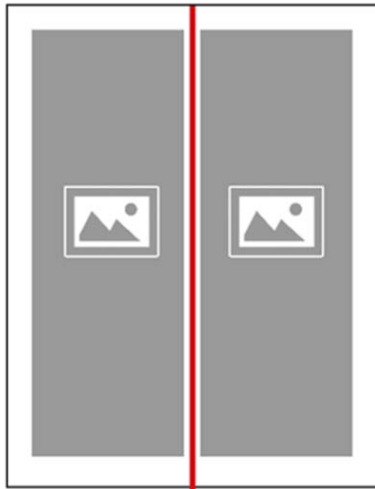


Figure 1-Half-Page No Bleed
Charge 1 Cut

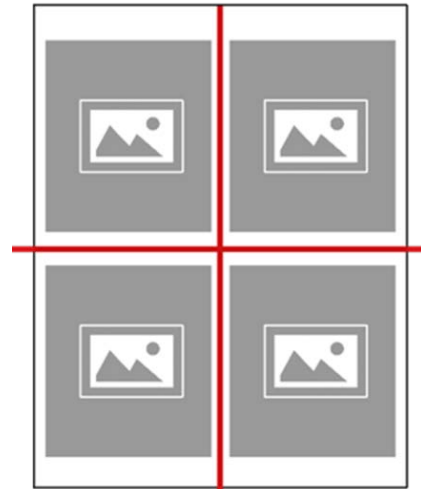


Figure 1-Quarter-Page No Bleed
Charge 2 Cuts

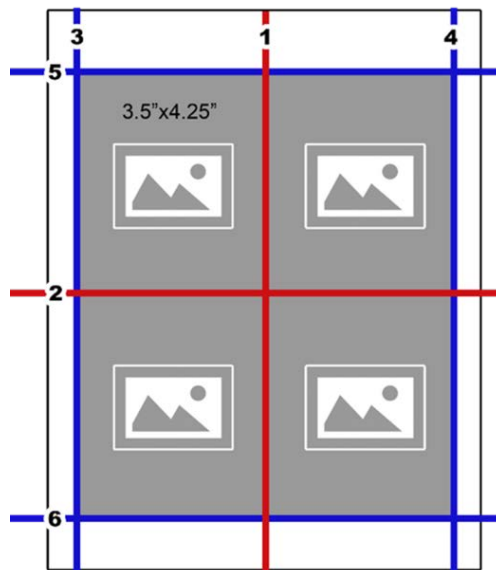







Figure 1-Half-Page No Bleed
Charge 1 Cut



Standard Folding Options

Standard Offerings

	Type	Method	Description
1	 Half-fold	Hand Folding or Machine Folding	Commonly used for single pages, or booklets. (Additional charges apply for any hand folding)
2	 Quarter-fold	Hand Folding	Commonly used for maps and other materials. May be machine folded for first fold, second fold must be done by hand. (Additional charges would apply)
3	 Z-fold	Machine folding	Commonly used in mailers or correspondence.
4	 Tri-fold	Machine folding	Commonly used in mailers or correspondence.
5	 Engineering fold	Machine folding	Commonly used in mailers or correspondence.

Options

Most standard paper with weights of #32 or lower can be machine folded. Your electric folding machine can be configured and set to make one fold for any of the options above.

Some folding options that would require hand folding would include:



- Folding for heavier weight papers
- Secondary folds after machine folding has been done (see quarter fold above)
- Complex folding not outlined above
- Documents that may require hand collation and then are folded together



Many customers print materials that are replacing content housed in binders. This would include product manuals, trainings, presentations, and more.

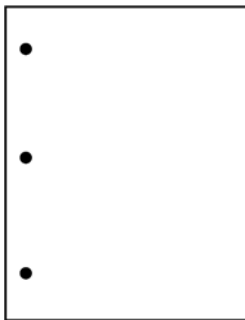
Your customer could elect to have their documents printed on paper that is already 3-hole punched. There is a setting for this paper in Solution Builder. Your customer's paper options are very limited with pre-punched paper.

Standard Offerings

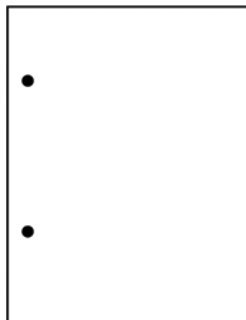
	Type	Method	Description
1	 <p>Three holes</p>	Machine or Hand Punched	<p>You can set your copier to punch holes in documents as they are being produced. (Additional charges would apply for any hand punching done, whether manually or with an electric punch)</p>
2	 <p>Two holes</p>	Machine or Hand Punched	

Options

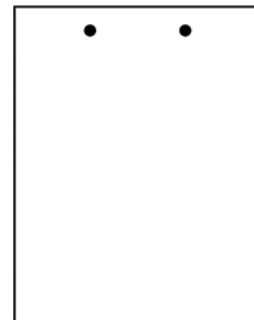
The configurations below can be set on your copier in finishing options. In some cases, you may need to punch documents for your customer OUTSIDE of the punches done while copying. Additional fees would be charged for any hole punching made by hand.



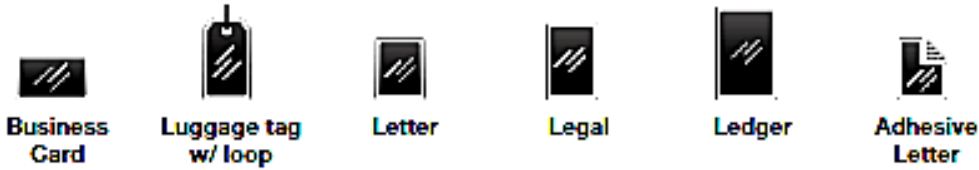
Three Hole
Long edge



Two Hole
Long Edge



Two Hole
Short Edge



Keep your important documents free from dust, moisture, fingerprints, and other environmental damages, so they'll stay safe and clean forever.






- Available in sizes to accommodate letter, ledger
- **Oversized lamination available using wide-format laminator**
- Laminate your name badges, passes, business cards, posters, etc.

WARNING:

Do not laminate materials that are heat sensitive (ultrasounds, tickets, etc.) as the heat used during lamination will activate heat-sensitive paper, turning the original document black and illegible.

In addition, state/federal IDs or legal documents cannot be laminated (For example social security cards). Laminating could invalidate them.

Standard Offerings

	Size	Thickness Available	Options
1	 Luggage Tag Loop	One Size 5 mil	Commonly used to produce a luggage tag or any kind of tag that would need to be in place for a long-period of time. Comes with loop for attaching to a suitcase or product.
2	 Letter	5, 7, or 10 mil	Commonly used to protect a document.
3	 Legal	One Size 5 mil	Commonly used to protect a document.
4	 Ledger	5 or 10 mil	Commonly used to protect documents and ledger-sized posters, or to laminate several documents on one page.
5	 Adhesive Letter	3 mil	Commonly used for signage on counters or doors. Document is laminated, and one side can be peeled back to reveal a permanent adhesive ideal for indoor use.

Lamination Trimming

Two trimming options are available for documents:



Flush cut

Lamination is cut to the edge of the document.

Important: If a document is flush cut, the Document may be exposed to the elements, and Could peel away from the laminated product.



Edge seal

A border of lamination is left around the document. This ensures that there is a seal all the way around the document, limiting the exposure to the elements, and extending the documents longevity.

Custom Lamination

Custom lamination can be used to accommodate any laminating need a customer may have that is non-standard in size or layout. Additionally, custom lamination can be used for large format prints, and the charges associated with that are calculated within Solution Builder using square feet.

SECTION THREE
STAPLES DESIGN SERVICES

Ordered through the Staples Design Services link on the RIK or MPS Homepage



Customers often need help creating or editing their content before it is printed – anything from simple text changes in an existing file to designing a new brochure.

Staples Design Services helps your customer get exactly what they need. Our design team can edit documents, recreate old hard copies, or design beautiful new marketing materials.

Options

















- **Quick Edits:** Make a simple change to an existing digital document
- **Recreate:** Create a new digital copy of a hard copy original for high-quality printing
- **Simple Design:** Low-cost option for customers who have a simple request and know what they are looking for
- **Creative Design:** Best for customers who want a designer’s creative input or are creating a complex or unusual design from scratch
- **Logo Design:** Perfect for customers starting a business or who want to update an existing logo














Customer Benefits

1	Affordable	We have competitive design rates, and can help your customer with designs of any kind!
2	Fast	Most design jobs are returned in 24 hours or less; expedited service is available for customers in a hurry!
3	Flexible	Our design team can take any request, large or small - if your customer is looking for a type of design that isn't on the list, just submit a custom quote

Common Design Products

Did you know Staples Design Services can assist your customer with a custom design for all of these materials and more?

<p>Brochures</p> <ul style="list-style-type: none"> • Create a Simple or Custom Brochure  <p>Brochure</p>	<p>Business Cards</p> <ul style="list-style-type: none"> • Create Simple or Custom Business Cards  <p>Business Cards</p>	<p>Certificate</p> <ul style="list-style-type: none"> • Create a Simple or Custom Certificate  <p>Certificate</p>	<p>Charts and Graphs</p> <ul style="list-style-type: none"> • Create Simple or Custom Charts and Graphs  <p>Chart / Graph</p>
<p>Envelopes</p> <ul style="list-style-type: none"> • Create Simple or Custom Envelopes  <p>Envelopes</p>	<p>Flyers</p> <ul style="list-style-type: none"> • Create Simple or Custom Flyers  <p>Flyers</p>	<p>Forms</p> <ul style="list-style-type: none"> • Create Simple or Custom Forms  <p>Forms</p>	<p>Invitations and Announcements</p> <ul style="list-style-type: none"> • Create Simple or Custom Invitations and Announcements  <p>Invitation</p>
<p>Labels and Covers</p> <ul style="list-style-type: none"> • Create Simple or Custom Labels and Covers  <p>CD Labels / Covers</p>	<p>Labels</p> <ul style="list-style-type: none"> • Create Simple or Custom Labels  <p>Labels</p>	<p>Letter</p> <ul style="list-style-type: none"> • Create a letter from various templates  <p>Letter</p>	<p>Letterhead</p> <ul style="list-style-type: none"> • Create Simple or Custom Letterheads  <p>Letterhead</p>
<p>Logo and Business Cards</p> <ul style="list-style-type: none"> • Logo design and Business card package  <p>Logo Design</p>	<p>Logo</p> <ul style="list-style-type: none"> • Silver, Gold and Platinum Logo Design  <p>Logo Design</p>	<p>Mail Merge</p> <ul style="list-style-type: none"> • Produce multiple products from items store in a list, Database or Spreadsheet  <p>Mail Merge</p>	<p>Menu</p> <ul style="list-style-type: none"> • Create Simple or Custom Menus  <p>Menu</p>

<p>Name Change</p> <ul style="list-style-type: none"> Change the names on business cards, letters, envelopes, etc.  <p>Name Change</p>	<p>Name Tags</p> <ul style="list-style-type: none"> Create Simple or Custom Name Tags  <p>Name Tags</p>	<p>Newsletter</p> <ul style="list-style-type: none"> Create Simple or Custom Newsletter  <p>Newsletter</p>	<p>Postcards</p> <ul style="list-style-type: none"> Create Simple or Custom Postcards  <p>Postcards</p>
<p>Program</p> <ul style="list-style-type: none"> Create Simple or Custom Programs  <p>Program</p>	<p>Resume</p> <ul style="list-style-type: none"> Create Simple or Custom Resume  <p>Resume</p>	<p>Revision</p> <ul style="list-style-type: none"> First customer-requested revision is free Additional revisions are \$15 each No charge for production errors  <p>Revision</p>	<p>Signs and Banners</p> <ul style="list-style-type: none"> Create Simple or Custom Signs and Banners  <p>Sign / Banner</p>
<p>Table Tents</p> <ul style="list-style-type: none"> Create Simple or Custom Table Tents  <p>Table Tents</p>	<p>Tickets with Numbering</p> <ul style="list-style-type: none"> Create Simple or Custom Tickets with Numbering  <p>Tickets with Numbering</p>	<p>Tickets without Numbering</p> <ul style="list-style-type: none"> Create Simple or Custom Tickets without Numbering  <p>Tickets</p>	<p>Vector Artwork</p> <ul style="list-style-type: none"> Convert existing raster (JPG, etc.) logos for SPP products  <p>Vector Artwork</p>
<p>Word Processing</p> <ul style="list-style-type: none"> Create a Document  <p>Word Processing</p>			