

# FedEx Office Printing Guide – GSNI Volunteers

## • **FedEx Office:**

- Provides discounts to all Girl Scouts Councils & Volunteers across the USA, through GSUSA

## • **Printing Choices:**

- FedEx Office Stores - email the Store, call the Store, order in person at your favorite FedEx Office Store(s)
- Online – FedEx Office Retail Website (see 2<sup>nd</sup> side for Directions)
- Custom Orders & Help – call / email Teri Collaro

## • **Types of Printing:**

- Activity guides (& program materials / packets)
- Brochures
- Calendars
- Campaign Items (crafts...)
- Custom printed boxes
- Door Hangers
- Flyers & Handouts
- Guidebooks
- Manuals & Presentations
- Meeting Booklets
- Postcards
- Recruiting Event needs
- Signs, Banners & Displays
- Training Guidebooks
- Wall Graphics
- Yard Signs

## • **How to Pay**

- Provide GSNI Discount # 0000566996 & pay with your Troops Credit Card
  - Listed below shows how to use the GSNI discount with the different ordering options.

### **FedEx Office Ordering Options & How To Pay**

**Discount #0000566996**

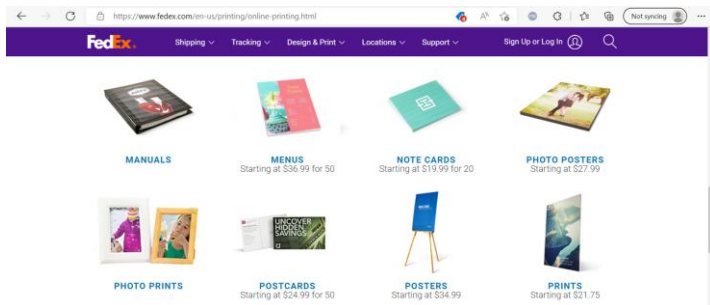
OPTIONS	STEPS	PAYMENT	STATEMENTS
<b><u>FedEx Office Store</u></b> - Email, Call, In-Person	<b><u>STEP 1</u></b> - Provide Discount #0000566996 in your Email (on Subject line & in Body of email) <b><u>STEP 2</u></b> - Tell FXO associate	Pay with Credit Card	Credit Card Statements - verify charges & code to department
<b><u>Online</u></b> - FedEx Office Retail Website	<b><u>STEP 1</u></b> - Choose Credit Card <b><u>STEP 2</u></b> - Check box - Use FXO Account for Discount <b><u>STEP 3</u></b> - Enter Discount #0000566966	Pay with Credit Card	Credit Card Statements - verify charges & code to department

*Flip over for Website Directions →*

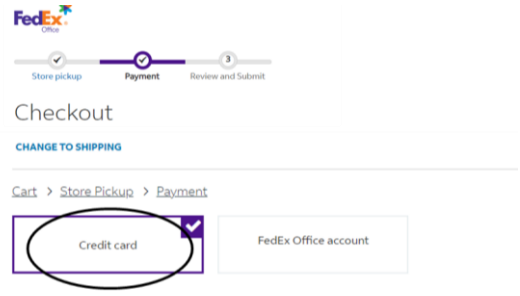
***For Custom Orders & Help*** – contact Teri Collaro, [teri.collaro@fedex.com](mailto:teri.collaro@fedex.com), 224.297.6047

# FedEx Office Printing Guide – Online Option & Login

## FXO Retail Website – Login



**Check Out:** add Credit Card #



Login to FXO Retail Website to see your options:

<https://www.fedex.com/en-us/printing/online-printing.html>

FYI--Making small adjustments may provide savings.

For example, on the FXO Retail Website, Postcards are available as a “cookie cutter” options (two sizes - 4.25” x 5.5” and 5.5” x 8.5”).

## 2. Payment

How will you be paying for your order?

NAME ON CARD \*

CARD NUMBER \*

EXPIRATION DATE \* 0 - Month Year CVV \*

☐ Use FedEx Office account for discount

**Add Discount # 0000566996**

