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How To Order

Digital Copy Services

With the closing of HPPS copy services, **Staples Business Advantage** offers a comprehensive program to meet your copying needs:

- Staples Digital Copy Services:

- ◆ Discounted corporate level pricing for Harvard
- ◆ Easy ordering — email your files to ccsharon@staplescopycenter.com
- ◆ Daily delivery and pick up. To arrange a pickup call **877-242-9553**
- ◆ Billing through your existing Staples account; no additional invoices
- ◆ For more information, please contact:
 - **Geoff LePoer**, Staples Digital Copy Specialist 978-265-0815
 - **Maureen Williams**, Staples Copy CSR 877-242-9553 xt 411

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Staples Digital Copy Products

- **High speed copying:** course packs, conference materials, booklets, handouts.
- **Color copying:** brochures, marketing collateral, covers, presentations, post cards.
- **Large format copying:** foam-core mounted signs, posters, vinyl banners.
- **Binding:** plasticoil bound books, saddle-stitched booklets, tape bound reports, drilling.
- **CDs & DVDs:** both replication and printing.
- **Other:** lamination, folding, padding, cutting.



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