

This quick reference provides an overview of the ordering process for printing a poster for your event. First, go to the ordering website [office.fedex.com](http://office.fedex.com). Follow these steps to place an order.

## Hover over Banners, Signs, and Poster drop down



1. Choose **Indoor Banner** to start your order.

*\*\*cost effective, industry standard scientific poster material*

2. Select **Poster Prints** option.

|                    |              |         |
|--------------------|--------------|---------|
| <b>PRINT COLOR</b> | Full Color   | ▼       |
| <b>SIZE</b>        | 3ft x 5ft    | ▼       |
| <b>SIDES</b>       | Single-Sided | ▼       |
| <b>ORIENTATION</b> | Horizontal   | ▼       |
| <b>GROMMETS</b>    | Grommets     | ▼       |
| <b>QUANTITY</b>    | 1            | [-] [+] |

3. Select **Browse Files** or drag-and-drop to upload your poster file for printing.
4. Select the **Additional Print Instructions** option to add specific notes to your order.

**ADVANCED OPTIONS**

Additional Print Instructions

[+ ADD PRINT INSTRUCTIONS](#)

**Additional Print Instructions**

Projects with additional print instructions must be reviewed by a FedEx Office Team Member before your order can be submitted for production. You will receive a project quote within 4 business hours.

**ADDITIONAL PRINT INSTRUCTIONS**

48x48 matte poster

382 characters left

CANCEL
CONTINUE

## Cart Summary

5. Select **Add to Cart**.
6. Add any special promo codes. Click **Proceed To Checkout**.

*\*\*note that estimated pricing will change based on location selected*

**Summary**

|                        |                |
|------------------------|----------------|
| Items (1)              | \$64.99        |
| Tax                    | TBD            |
| <b>Tax Exempt?</b>     |                |
| Total Discount(s)      | -              |
| <b>Estimated Total</b> | <b>\$64.99</b> |

[+ ADD PROMO CODE](#)

[+ ADD FEDEX OFFICE PRINT ACCOUNT FOR DISCOUNT](#)

[PROCEED TO CHECKOUT](#)

Document prices displayed are estimated and do not include shipping and tax.

7. Select **In-store pickup** location for your event. use zip code **92101** to locate the **San Diego Convention Center**.

In-store pickup

CHANGE TO SHIPPING

[Cart](#) > In-store pickup

SEARCH RADIUS  
10 Miles ▼

SEARCH BY ZIP CODE OR CITY AND STATE  
92101

**SEARCH**

To see more pickup locations, try expanding your search radius or change to shipping

Pick up location

Select a FedEx store for pickup

Map Satellite

Show map

Keyboard shortcuts | Map data ©2025 Google, NASA | Terms | Report a map error

The location you have selected is within a hotel or convention center. Higher rates may apply to products and services.

SHOW DETAILS

San Diego CA Convention Center 1.40 mi

111 W Harbor Dr, San Diego, CA, 92101-7822

Hotel & Convention Location

SHOW DETAILS

Wednesday, March 4, 12:30pm

Wednesday, March 4, 2:00pm

8. Select **Continue to Payment**.
9. Enter your payment information and select **Review Order**.
10. Review your order details to ensure everything is correct and select **Submit Order**.