

## Health & Safety

Your health and safety is our top priority. We have implemented the following procedures to help us prevent the spread of COVID-19: cleaning shared surfaces with disinfectant; all customers are required to wear masks within the public spaces; and all customers must maintain the 6-foot physical distancing guidelines.

Please notify us if you are diagnosed with COVID-19 and have used our space in the past 30 days. Be safe. Be well.

## Reservations & Rates

To reserve and pay online, go to:  
<http://offixedge.com/facilities-for-rent/>

Rental Period	Hour	Day	Week
Conference Room	\$25	\$180	\$850
Private Office	\$7	\$50	\$250
Open Desk	\$3.50*	\$25	\$120

All space rentals include free WiFi, Henry's House of Coffee drip coffee, tea, water, and access to kitchenette.

Safeway and Starbucks Coffee are across the street. Many other restaurants, banks, and conveniences are nearby.

## Conference Room

The Aquarium Conference Room seats up to 8 people (3-4 with appropriate distancing). The space includes Polycom pro-quality speaker phone, 60-inch flat screen monitor, high-quality audio system, and 2 whiteboards. The walls are glass with vertical privacy blinds.

## Private Office

The Jackson Pollack Office seats 2-3 people. It includes a large desk, phone, power strip, ethernet connection, and white board space.

## Open Desks

Four spacious desks each with wifi access and power strip in the Quiet Zone.

# Work Space Rentals

## Architectural & Engineering

Offix Edge has 2 large-format, four-color inkjet printers for printing up to ARCH E size sheets. Prints are 300 dpi. Large files may be transferred using WeTransfer.com.

Please indicate whether there is a hard deadline, and if you would prefer black & white or color; paper-binding, staples, or loose; and whether you will pick up or if we should ship or courier plans.

We can also print and mail out meeting notices. Ask about leaving your credit card on file to make pick up fast and easy.

Paper Size	ARCH/ANSI	Print	Scan*
C	18x24"/17x22"	\$2	\$3
D	24x36"/22x34"	\$3	\$3
E+	36x48"/34x44"	\$5	\$4

\* Scan prices will be discounted \$1/sheet when you scan and print.

## Job Site Signage (\$3)



City-issued No Stopping 11x17" signs printed and laminated for a dollar less than the City charges. Email the file to [contact@offixedge.com](mailto:contact@offixedge.com).

1234 MAIN ST  
(40 ft.)

YOUR NAME CONSTRUCTION  
(415) 123-4567  
Permit # m1878543



## Posters

The inkjet printers can print up to 1200 dpi for high-quality, large-format posters. We use 20 lb, bright white paper. Other limited paper options available on request.

We do NOT print on canvas, vinyl, or photo-paper.

## Price per Square Foot

Printed Space	600 dpi	1200 dpi
Up to 50%	\$3	\$5
Over 50%	\$4	\$6

# Large Format Prints & Scans



Your neighborhood spot to get work done

# 2021 Price List

## Mail Box Rentals

## Shipping & Mail Services

## Office Services

## Work Space Rentals

## Large Format Printing

## Hours

M-F: 10 AM - 6 PM

Sat: 10 AM - 2 PM

Sunday closed

415.213.5449 | [contact@offixedge.com](mailto:contact@offixedge.com)  
2309 Noriega Street, San Francisco CA 94122-4239  
[www.offixedge.com](http://www.offixedge.com)

## Compare Shipping Prices



Approved Postal Provider

Stamps – Express Mail – Priority Mail – Certified Mail –  
Return Receipt – Parcels – International Mail  
(NO Money Orders or Registered Mail)



FedEx Express

FedEx Ground  
Authorized Ship Center



DHL Service Point Provider

### Pickup Times

**USPS** Weekdays: varies 2-5:30 pm

Saturday: varies 12:30-2pm

**UPS** Weekdays: 4:00 pm

**FedEx Express** Weekdays: 4:30 pm

**FedEx Ground** Weekdays: 3:00 pm

**DHL** Weekdays: upon request

### Package Dropoffs (\$0-2)

Package dropoffs welcome for the three express carriers. Properly labeled and taped dropoffs are free. Prepaid USPS packages should be dropped at the Post Office.

Offix Edge does NOT process mobile barcodes/QR code Amazon returns.

### Package Prep

Print labels from the rental computer for \$0.23/page. Labels sent to the shop email for printing are \$1.00 each.

# Shipping & Mail Services

## Mailbox Rentals

Monthly Rental Period	3	6	12
<b>Small 4x5x15"</b>	\$72	\$132	\$240*
<b>Medium 8x5x15"</b>	\$78	\$144	\$264*
<b>Large 12x5x15"</b>	\$84	\$156	\$288*
<b>24-hour Access/Medium**</b>			\$288

*New rates as of May 1, 2021.*

Key Deposit: \$5 per key

\* \$4/month discount for annual rental

\*\* Outdoor mailboxes accessible in a well-lit, video-surveilled space via coded keypad entry. Packages are placed in lockers. One year minimum rental.

## Package Receiving (\$2)

You may sign up for our convenient package receiving service by providing us with your **email address and phone number**. Only \$2/package (or free if you rent a mail box).

Have your package sent to:

Your Name

C/O Offix Edge

2309 Noriega St.

San Francisco, CA 94122-4239

## Retail

### Shipping Supplies

Boxes, mailing tubes, mailers, bubble wrap, tape, envelopes... almost everything you need to ship just about anything. Ask about custom packing costs.

### Office Supplies

Limited, emergency office supplies are available. We do NOT carry printer ink or phone accessories.

## Greeting Cards & Art

Offix Edge is proud to support our local artists. We carry a selection of greeting cards, some featuring local art. Come in to see local artist's works on our walls. Call if you would like to have your work on sale or display.

## Copies & Prints

### Black & White\*

	1-9	10-49	50-99	100+
<b>8.5x11"</b>	\$0.23	\$0.20	\$0.18	\$0.15
<b>8.5x14"</b>	\$0.30	\$0.27	\$0.25	\$0.22
<b>11x17"</b>	\$0.45	\$0.40	\$0.35	\$0.30

### Color\*\*

	1-9	10-49	50-99	100+
<b>8.5x11"</b>	\$0.69	\$0.59	\$0.49	\$0.39
<b>8.5x14"</b>	\$0.79	\$0.69	\$0.59	\$0.49
<b>11x17"</b>	\$0.89	\$0.79	\$0.69	\$0.59

\* B&W prints on 20 lb., 92 brightness, 30% recycled paper

\*\* Color prints on 28 lb., 100 brightness paper

- Colored paper & 65 lb. cardstock available

- Custom quotes for large print jobs

- 20% discount for school & PTA print jobs

- Resumes \$0.25/page with upgraded paper

## Document Finishing

### Spiral Binding

Pages/ document	1-60	61-149	150-249	250+
	\$3.49	\$3.99	\$4.49	\$5.49

### Lamination

Page size	8.5x11"	8.5x14"	11x17"
	\$1.59	\$1.99	\$3.75

## Scans

**8.5x11" or 8.5x14"** \$0.25/page

**11x17"** \$0.50/page

Custom quotes for large scan jobs.

## Fax

	1st page	Additional pages
<b>Domestic</b>	\$1	\$0.50 each
<b>International</b>	\$4	\$1.50 each
<b>Receiving</b>	\$0.50	\$0.50 each

## Shredding (\$1/lb)

Certified shredding from ShredWorks.

# Office Services