

## **MAKING GREETING CARDS FROM YOUR PAINTINGS USING OFFICE DEPOT**

(based on an October 2015 presentation by Dawn Mastrodonato)

Office Depot is located at 17950 South U.S. Hwy 441 in Summerfield, next to Spruce Creek Shopping Plaza and across from Wal-Mart. Their phone number is 352-307-7072. If you don't already have one, signup for a Rewards Card, which gives you 20-25% off your copy order.

It is best to work with either Kirstie or Beth. Both of them do excellent work. You can call Office Depot before you go to make sure one of them is working. The closer we get to the holidays, the busier they get, so it's a good idea to go sooner rather than later.

Take your original painting and a flash drive (also called a jump drive or a thumb drive) with you. Kirstie or Beth will scan your original work into their computer and save it to your drive; this will serve as a back-up as they purge their system regularly. The scan digitizes your painting and costs \$2.99 per scan.

Prints are \$.74 per sheet, and you can get two prints on each sheet. They will print the title of your work and your name, or anything you want on the back of the card at no extra fee. If you want a message inside the card, they will also print that, but it's considered another sheet so there's an additional charge. They will also cut the sheets in half for \$.75 per 250 sheets; you will need to fold them yourself. There is usually a few days turn-around time. They will call you when the set-up is ready and you will need to go to Office Depot to approve it before they print. If they're not busy, they will print while you wait. Otherwise, you may need to go back at another time.

You will need A2 (invitation size) envelopes. These are also available at Office Depot for about \$10.00 per box of 100. Office Depot does not carry plastic sleeves for your cards, but you can get them from Dawn Mastrodonato for \$5.00 per 100. Contact her by email ([gramadawn403@aol.com](mailto:gramadawn403@aol.com)) or phone (352-750-6614) to find out more about ordering plastic sleeves from her.