



Manager: Amanda Hallmark

Effective Date: 08/18/2022 – 08/18/2027

Number: AU-2022-0000475

Commodity: Stationery Print

Contact Information:

Cindy Henderson (Auburn location)

chenderson@davisdirect.com

334-277-0878 ext.180

To place an order, visit aub.ie/stationery.

Frequently Asked Questions

What is the Davis Direct Stationery Program?

Davis Direct will be providing all Auburn University departments with business cards, envelopes, letterhead, and notecards.

How do I access stationery services?

- To place an order, visit the stationery landing page at aub.ie/stationery.
- Click "Order Stationery" which will bring you to the portal login page.
- In the top left corner of the login box, click "Login with SSO" and use your Auburn credentials within AUthenticate to access the ordering portal.

How do I create a new account with Davis Direct?

You do not need to create an account. The stationery portal uses the single sign-on (SSO) functionality through Auburn's AUthenticate to access the ordering portal.

Can the stationery templates be altered?

While you can customize the content of your stationery order, they cannot be altered. These templates were designed to meet Auburn University brand standards.

How do I pay for my stationery orders?

Your Auburn University P-Card is the method of payment. Please be sure to enter a billing address that matches what is on file for your P-card. If your billing information is incorrect your order payment will not be processed, and a warning will appear on the page. Please make sure the order has processed before you leave the site. You should receive a payment confirmation email from sender@pressero.com within the hour. If you do not receive a payment confirmation email or if a credit card process fee is included in your order, please email austationery@davisdirect.com.

Do we have contract pricing for stationery printing?

Yes. Auburn University enjoys contracted print pricing for business cards, envelopes, letterhead, and notecards in compliance with the State of Alabama Bid Law allowing you to leverage the Davis Direct stationery program as needed. Auburn University evaluates stationery pricing quarterly to capture all price changes within the market. Pricing is subject to change.

Please contact Amanda Hallmark at amh0271@auburn.edu or call 844-3559, if you have any additional questions.