

Manager: Amanda Hallmark

Effective Date: 07/18/2022 – 07/18/2027

Number: AU-2022-0000319

Commodity: Printing Program

What is the new Print Program?

A committee has selected ten (10) vendors that will provide Auburn University with print services. The ten (10) vendors were selected based on a full offering of print services and compliance with current bid law. The ten (10) vendors listed below are considered our "Preferred Vendors" for printing services. The program is effective immediately.

Vendors & Contacts



Craftmaster Printers, Inc.

Barry Whatley

Barry@craftmaster.com

334-524-6364



Davis Direct

Estimates: Cindy Henderson (Auburn Location- includes stationery)

chenderson@davisdirect.com

334-277-0878 ext. 180

Estimates: Kim Mosely (Montgomery Location)

kim@davisdirect.net

334-277-0878 ext. 112

Sales Representative: Ronnie Earles (Auburn and Montgomery)

Ronnie@davisdirect.net

334-277-0878 ext. 112



866-290-8013

McQuick Printing

Haley Jones

mcquickprintingau@gmail.com

334-821-0067



BPI Media Group

Tim Leasure

tleasure@bpimediagroup.com

205-914-8019



Standard Press

Ben Wynett

ben@stpress.com

404-351-6750



Tucker Castleberry Printing Inc

Mary Lynn Reeves

mlreeves@tuckercastleberry.com

770-454-1580 ext. 143



Walker Printing

Felicia Hammonds

Felicia.hammonds@walker360.com

334-832-4975



Wallace Graphics

Joel Crowe

joel@wallacegraphics.com

770-723-0202



Wells Printing Company Inc.

Kevin Bell

kbell@wellsprinting.com

334-281-3449

Frequently Asked Questions

Do we have contract pricing for print?

No, Auburn University does not have contracted prices for most print jobs. The only contract we have in place is through Davis Direct for stationery items (envelopes, letterhead, business cards and notecards.) All stationery items must be ordered through Auburn's stationery portal.

How do I have my department's items printed?

For all print orders other than stationery items, departments will be required to get at least three (3) quotes from three (3) of the ten (10) vendors on this list. Once the quotes have been attained and reviewed, the department must use the lowest-priced vendor for that specific job.

All departments should still consult with the Office of Communications & Marketing and provide the Final Approval to Print form with all printed items.

How do I obtain Final Approval to Print?

Submit your item for approval within the Auburn University Brand Center online at <http://ocm.auburn.edu/brand-center>. If have questions, please email brandsupport@auburn.edu.

Do I have to use the lowest quoted vendor?

Yes! Because these vendors have been prequalified and vetted, we know that they all produce quality work.

How do I pay for my print orders?

Transactions that are non-purchase orders and under \$5,000 can be purchased on a Purchasing Card. Transactions that are over \$5,000 will require a Purchase Order.

What is the required documentation for these transactions?

Purchase requisitions over \$5000 must have the following:

- Three (3) quotes attached as a backup for the purchase order to be issued
- Final Approval to Print form with the requisition

Orders under \$5,000 must have the following:

- Three (3) quotes along with the invoice attached as adequate documentation
- Final Approval to Print form

What is the term of the agreement?

Agreements with the Preferred Vendors will be evaluated on an annual basis. Therefore, it is very important that we receive input from you regarding the service received from the vendors and the quality of the product produced. Please use the Preferred Vendor feedback form to provide positive or negative feedback related to your print order.

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