

**Manager:** Amanda Hallmark

**Effective Date:** 10/03/2024 – 10/04/2029

**Number:** AU-2024-0000784

**Commodity:** Printing Program

### **What is the new Print Program Plus (PP+)?**

The Print Program Plus (PP+) eliminates the three-quote process for print projects with common specifications. See the [full list of items](#) included. No quotes are required for these items when using the preferred vendor. If a project is outside of the specifications list required for the PP+, three quotes will be required and awarded based on the original [Print Program \(PP\)](#) method. [PP+ Pricing](#) (also on [TigerBuy](#)) [PP+ Specifications](#)

### **What vendors do I use?**

The following vendors were selected in compliance with current bid law. Vendors were selected based on the lowest price for each category. To eliminate the need for quotes, you must use the vendor awarded the contract for the specific item type you wish to print. Some categories allow for two vendors to handle printing demands.

**Flyers:** McQuick Printing

**Brochures:** Wells Printing Company Inc.

**Postcards:** McQuick Printing or Wells Printing Company Inc.

**Self-mailers:** Wells Printing Company Inc.

**Booklets:** Wells Printing Company Inc.

**Invitations/Envelopes\*:** McQuick Printing

**Notepads:** McQuick Printing

**Rack Cards:** Wells Printing Company Inc.

\*Only envelopes that correspond with invitations. All other business envelopes or notecards stationery envelopes are printed via the stationery contract. Visit [aub.ie/stationery](http://aub.ie/stationery) for more details.

## Who do I contact?



### McQuick Printing

Haley Jones

[mcquickprintingau@gmail.com](mailto:mcquickprintingau@gmail.com)

334-821-0067



### Wells Printing Company Inc.

Kevin Bell

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334-281-3449

## **Frequently Asked Questions**

### **What if my print project does not match the specifications given within a category?**

(e.g. My project is a spiral bound or perfect bound booklet, but specifications allow for saddle stitch binding only)

Because contractual pricing is in place, the PP+ program can only allow for [predefined specifications outlined here](#). If you need to specify your project differently, you must follow the procedures for the [standard Print Program](#) and obtain three quotes.

### **What if I need to print a quantity above the highest quantity listed in the pricing and specifications information?**

For quantities that exceed the pricing provided, you must follow the procedures for the [standard Print Program](#) and obtain quotes.

### **What if I need to print a quantity between the listed quantities?**

Each quantity within a category is given a price-per-unit (ppu) cost. If ppu costs are listed for 500 and 750 and you would like to order 600, a true cost will be provided that falls between those quantities. If you need clarification on final cost, please contact the vendor specified to handle printing for that category.

### **If my project is within the predefined specifications for PP+, do I have to use this vendor when printing an item within these categories?**

If you choose not to use the vendor above, you must follow procedures for the [standard Print Program](#) and obtain three quotes. You will be required to award the print job to the vendor with the lowest cost provided. You **do not** have to include the PP+ vendor as part of the vendor quotes

**What is the required documentation for these transactions?**

Purchase requisitions over \$5000 must have the following:

- Quote from the awarded supplier. All quotes must reference Print Program+.
- You will need to provide the Final Approval to Print form with the requisition.

Purchase requisitions under \$5000 must have the following:

- Copy of the receipt. All receipts must reference Print Program+.
- You will need to provide the Final Approval to Print form as part of the adequate documentation.

**What is the term of the agreement?**

Agreements with the Print Program + vendors will be evaluated on an annual basis. Please use the preferred vendor feedback form to provide positive or negative feedback related to your print order.

**How do I pay for my promotional products orders?**

Purchasing Card is the preferred method of payment for orders under \$5,000. Orders of \$5,000 or greater require a purchase requisition. All vendors accept the AU Purchasing Card with no associated fees.

All other procedures for **print approval** and payments apply.

Please contact Amanda Hallmark at **[amh0271@auburn.edu](mailto:amh0271@auburn.edu)** in PBS or call 844-3559, if you have any additional questions.