

## UA Print Supplier Program

### STATIONERY ORDERING

All University of Arizona letterhead, envelopes and business cards must be printed by Arizona Buyways / West Press.

*See reverse for ordering details.*

*A graphic identity unifies an organization. It lets the world know we are working together and for the same goal. Along with the official UA logos, the stationery package helps us establish and maintain an identity that is distinctive and recognizably ours and is also highly cost-efficient for our institution.*

Official print-ready UA logos are available for download from [www.redbar.arizona.edu](http://www.redbar.arizona.edu)

### Please contact us if you need any help.

UA Printing Services  
220 W. 6th Street, Rm A516  
PO Box 210300  
Fax: (520) 621-6478

**Karen Campasano** (520) 621-9514  
Email: [ksc1@email.arizona.edu](mailto:ksc1@email.arizona.edu)

**Mauretta Allan** (520) 621-7306  
Email: [mallan@email.arizona.edu](mailto:mallan@email.arizona.edu)



### Creative Services

BioCommunications, located at the Arizona Health Sciences Center, offers a comprehensive range of graphic design and web development services to the UA community.

To discuss your needs, contact:  
**Rita Ellsworth** (520) 626-7343  
Email: [ritae@email.arizona.edu](mailto:ritae@email.arizona.edu)

UA Procurement and Contracting Services has created the **Print Supplier Program** to help all units on campus save time and money on printing services. The print vendors chosen were judged to be superior for printing quality, customer service, prepress expertise, ability to meet deadlines and price.

The program has been designed to achieve the following:

- Pool the University's purchasing power to generate volume discounts for everyone who uses the program.
  - The volume discount is cumulative over the 5 year contract (*expires June 30, 2012*). The discounts started after the University spent \$100,000.00 dollars at each vendor.
  - Once the discount has been reached with a vendor all departments using that vendor will received the discount on any future orders at that vendor.
- Create one standard method of payment for printing projects.
- Create the least interference between the vendor and the department ordering the printed projects.

### BUSINESS MANAGERS: This program is easy to use!

- You will not have to do a dPR/RFP/MOF or save receipts and send them to FSO for scanning.
- There is no dollar limit on printing purchases in the **Print Supplier Program**.
- You do not have to use the lowest price vendor. You are free to use any vendor in the program who you feels most suits your needs.

### Getting Started

Any University department can get estimates directly from vendors on the list or email the job specifications to Printing Services and will get estimates for you. When you are ready to place an order, fax an Interdepartmental Billing Form (*if the department requires one*) with the winning estimate to (520) 621-6478 or email to [ksc1@email.arizona.edu](mailto:ksc1@email.arizona.edu). Otherwise an email with the FRS account number to bill is sufficient.

- Printing Services will issue a PO to the vendor.
- The vendor and department can now proceed with the order.
- The vendor issues the bill to Printing Services.
- Printing Services removes the money from the departments account and pays the vendor.
- There is no additional charge to departments to use the program.

### UA Print Supplier Program Vendors

Vendor (Tucson-area unless otherwise listed)	Contact	Volume Discount as of 3/2010
AlphaGraphics CPS (3 locations)	740-0911	4%
Arizona Lithographers	622-7667	2%
Commercial Printing	623-4775	1.5%
CP Graphics	722-0707	1%
Excel Print Communications	747-1908	
Quiet Graphics	326-8996	
Spectrum Printing	571-1114	3%
West Press	624-4939	1%
Courier Graphics (Phoenix)	480-694-2300	1%
Ironwood Lithographers (Phoenix)	800-732-3239	

## FROM THE PRESIDENT

When it comes to building a strong and cohesive image for the University, uniformity is essential. Our Office of External Relations has developed a model for elevating and unifying the University of Arizona brand. The plan takes into consideration the decentralized nature of this campus as well as the college and department needs. It is designed to ensure that all our communications promote the UA in a consistent and powerful way. Please take a moment to learn about the UA graphic standards and to adopt them for your college, department or program. As members of the campus community, we all share a commitment to the best interests of the entire University.

Regards,  
Robert N. Shelton

## GENERAL INFORMATION

- All letterhead, matching #10 envelope and business cards are printed on a recycled, natural white paper (cream colored).
- The ink colors for stationery products are UA blue and UA red.
- The UA has a long-standing policy which bans the printing of individual names on official letterheads and envelopes.

For more information and to see samples, visit [www.pacs.arizona.edu/files/ua\\_stationery\\_Guide.pdf](http://www.pacs.arizona.edu/files/ua_stationery_Guide.pdf)

# How to order your stationery

**ONLINE:** <https://solutions.sciquest.com/arizona>

## Tips

- Please make sure your email address is filled in on your Arizona BuyWays profile.
- If you are using Firefox please upgrade to the latest version.
- Some items will not be available online. Please call if you cannot find the item you are looking for.

## To place your order using Arizona BuyWays / West Press

1. Login in to Arizona BuyWays
2. Create cart
3. **Click** "Add product"
4. **Click** on the West Press logo
5. Pick the product to order
6. Fill in the form
7. Select quantity. To see pricing, **Click** the "View" button above quantity box
8. **Click** "Refresh item preview"
9. **Click** "View the PDF"
10. Enlarge the PDF view
11. Save a copy of the PDF
12. **Click** "Add to cart"
13. **Click** "Order selected item now- Go"
14. **Click** "Transfer Cart"
15. Name your cart
16. **Click** "Save cart"
17. Either email proof or **Click** "place order"

### For Business Cards Only:

In the "Taglines/Centers/Institutes" field you may choose one of the UA taglines from the partial list below or the name of a center or institute to appear in the lower left corner.

- Serving the State Since 1885.
- Arizona's Land-Grant University.
- The Leading Research University in the American Southwest.

**The default for this field is blank.**

### PROOFING:

The .pdf you create is YOUR FINAL PROOF. Please **enlarge** and view it carefully and make any edits prior to placing your order.

Your order should be delivered in 7-10 days. **If you don't receive it, please call to check the status.**

## To modify your order

1. Login in to Arizona BuyWays
2. Select draft cart and pull it to active card
3. Under Supplier/Line item Details **Click** on "Modify item"
4. Say yes to redirect
5. Lower right corner – change option to "Edit Selected items Now" **Click** go
6. Left side – **Click** on "part number"
7. You are now back at original form to make corrections or changes
8. **Click** "Refresh item preview"
9. **Click** "View PDF"
10. Save a copy of the PDF
11. **Click** "Add to cart"
12. **Click** "Order selected item now- Go"
13. **Click** "Transfer Cart"
14. Name your Cart
15. **Click** "Save Cart"
16. Either email proof or **Click** "place order"

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