

Dear Campus Community:

An RFP was issued earlier this year for Business Cards, Letterhead and Envelopes. Express Press was chosen as the new vendor for the next 3 years. We are in the process of transitioning to a new web ordering site with Express Press.

During that transition time web ordering will not be available from December 18th through January 2nd. However, if you have a special need during this time, Express Press can be contacted directly at 277-3355 and will be happy to assist you.

With the significant increases in paper prices this past year, there have been some price increases on most of the items. The new website will show the prices on the first page after logging into the system.

As always, a link to the web ordering site for these items will be available through Procurement's website at <http://buy.nd.edu>.

I'd like to thank committee members Amy Amoni, Joanne Birdsell, Joann Hulett, Tina Jankowski, Koelle Jech, Kara Kelly, Tim Malott, Cynthia Maciejczyk, JoAnn Norris, Marissa Runkle and Heidi Uebelhor for their dedication with this project.

Best Regards,
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Procurement Services