

TEES Purchasing Guidelines for Printing & Copying

The Office of Engineering Communications develops and executes marketing and communications strategies for high priority initiatives and campaigns identified by the director of the Texas A&M Engineering Experiment Station (TEES) and the vice chancellor and dean of engineering for The Texas A&M University System. Please review the standards prior to planning your requisition in order to expedite the process, as it is **your responsibility** to comply with the branding guidelines.

1. Request a quote from at least one of the approved vendors below (see attached print specification helpful hints): Note: TAMU has contracts with the following vendors, which will not require additional bids:
 - Alphagraphics (TOPS Printing Inc.)
 - Bayside **HUB vendor*
 - Capital Printing Co **HUB vendor*
 - CME Printing **HUB vendor*
 - Marfield **HUB vendor*
 - Newman Printing **HUB vendor*
 - Integ/American Printing/Anderton Group
 - Any TAMUS Print Shop (TEEX, TTI, Agrilife)
2. Enter a non-catalog requisition in Aggiebuy
3. Scan and attach a copy of the printed material and/or artwork in ***External Attachments***. If the artwork includes any Texas A&M licensed marks, the requisition will be routed to Communications for approval. (Products with approved seals or logos do not require Communications approval)
4. Scan and attach a copy of the quote and attach to ***the External Attachments***.
5. If you are using a non-contract vendor and your requisition is more than \$25,000 and less than \$50,000, scan and attach a copy of the bids to ***Internal Attachments***

Note:

- Special care must be used when using state funds for printing. The state has strict guidelines limiting the use of state funds (Tex. Govt. Code 2113.011). For instance, the printed materials to publicize or direct attention to state officials or employees cannot be used.
- If you are using sponsored program funds, be sure to check with the project administrator prior to submitting the requisition to make sure the purchase is allowed.

Print Job Specification Helpful Hints

Here's a list of the 12 basic specs every printer needs to know about your job.

1. **Job name and description.** This is for easy reference. Always make sure the contact person's name, email, phone, etc., is provided.
2. **Delivery date requested.** The date you need it is key. You need to be sure a printer can deliver when you need it.
3. **Quantity.** How many do you need? If this job is tied to a mailing list, be careful about the final quantity. You don't want to run short. Extras ("overs") are standard on any print job.
4. **Flat size.** What size is the piece before it's finished or folded? Dimensions are given by width and then by height (think 8 1/2 x 11).
5. **Finished size.** These note the dimensions once a job is folded or bound.
6. **Page count.** This applies to magazines, bound newsletters, books, booklets, and some brochures.
7. **Paper stock.** This is a big one, as paper is the major cost of almost every print job. If you have a specific stock in mind, give the printer all of the details. If not, describe the paper in general and ask for help.
8. **Inks.** Is this a 1-color, 2-color, or 4-color job, for example? Tell your printer everything. If it's a 4-color job, are you requesting CMYK (the 4 process colors) or specific PMS colors? If your finished job will be run through laser printers, make sure you note this on the spec form. The inks must be compatible.
9. **Binding.** This describes any finishing steps done to a job once it's printed, including folding, perfect binding, spiral binding, saddle wiring, perforating, scoring, embossing, and so on.
10. **Job format.** How will the printer get your job file – electronically? If so, what platform are you using (Mac or PC)? How about the design programs you're using to build the job, including the specific versions?
11. **Special concerns.** Tell the printer anything about the job that you haven't already. Does it need certain varnishes? Is it a VDP job? Are there going to be a significant amount of solids on it? Will this piece need to match other projects that are already printed (or are printing elsewhere)?
12. **Shipping.** Where will the finished job be shipped? Supply all details, including any special shipping or packing instructions. ***MAKE SURE THE SHIPPING CHARGES ARE INCLUDED IN YOUR QUOTE.***