

Printing

Make Publications Manager (Emily Moses) aware of project in early stages and discuss what avenues for printing this project will need to follow.

Have PM review first draft after it has been reviewed by all other channels. (This is without regard to who is designing the project.)

PM will:

- Get color printing exemption, if needed
- Get estimates from APPROVED vendors
- Help you choose a vendor to *recommend* for the job
- Assist you in filling out proper paperwork (156, DOA, etc.)
- Make sure project package is complete
- Deliver project package to procurement
- Provide any updated materials, correspondence, to printer who gets job
- Assist in other ways specific to your job needs