



MEMORANDUM

TO: All Users

FROM: Barbara Elliott, Public Relations Director

DATE: December 7, 2009

RE: **Print Orders**

New River has conducted a competitive bidding process for printing services. BJW Printing and Office Supplies in Beckley has been selected as our vendor for items such as envelopes, business cards, multi-part forms and stationery. Morgantown Printing and Binding received the bid for the annual report, "New River Current" newsletter, brochures and other four-color printing.

Attached is an order form for items printed by BJW. When you need to order envelopes, business cards, etc., fill out the form and send it to me, and I will submit the order to BJW. This process will help us monitor orders and make sure jobs are printed and delivered to the right location and in a timely fashion. The invoices will come to me, and I will forward them along to the appropriate party for payment. Invoices can be paid with a P-Card.

If you need to develop a new publication or form that is not listed on this sheet, or for which no sample exists, please contact me and I will assist you in getting it designed and printed by the appropriate vendor.

As soon as new phone and fax numbers are finalized for all campuses, I will work with a designer to develop a new letterhead template in Word that will be sent to all users for creating letters and memos.

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