Montclair State University has entered into a contract with both a Primary Vendor and a Secondary Vendor to deliver custom printing services on behalf of the University. The contract recipients are as follows:

- Direct Printing Impressions, Inc. (DPI) has been awarded the contract as the Primary Vendor.
- Contemporary Imaging has been awarded the contract as the Secondary Vendor.

All requests for custom printing services must be approved by Debra Morella, Production Manager, University Communications who can be reached via email at morellad@mail.montclair.edu. The Production Manager will in turn direct the quotes to the appropriate vendor.

**PRINTING SERVICES:**

The contracted services will include 4 color and 5 color offset printing for:

- Brochures - Self-Mailers
- Posters - Large Format 4-color offset
- Booklets
- Flyers
- Newsletters
- Postcards
- NCR forms
- Invitations
- Announcement cards and envelopes
- Custom Envelopes

**FINISHING SERVICES:** In addition the vendor can provide:

- Folding (single to quad-fold; custom folding (i.e. Gate Fold),
- Custom Die-Cutting (often in collaboration with Folding)
- Saddle Stitching
- Wire-O binding
- Polybag
• Insertion
• Addressing / labeling
• List management
• USPS pre-sort and mailing services
• Bulk Delivery to Montclair State and Newark Central Post Office
• Desktop delivery (or to Central Receiving warehouse as needed)

**TURNAROUND TIME:** The turnaround time for an order being placed with a contracted vendor is as follows:

- Flat-only printing, single or double-sided (Flyers/posters) - **4 business days**
- Standard Brochure (single or double fold + saddle stitching) - **4 – 6 business days**, based on quantity
- Custom folding (i.e. Gate fold) - **5 – 7 business days**
- Insertion/Collation/Prep-Mail/Address - **additional 3-5 business days over base time for initial project**
- Standard Envelopes (# 9, #10, 9 x 12 booklet) - **5 business days**
- Custom Envelopes (i.e. 9 x 9) - **8-11 business days**