Procedures

NOTICE: Stationery items such as business cards, letterhead and miscellaneous envelopes are temporarily unavailable in preparation for the Baylor unified brand integration. New designs will be available on all stationery products in the coming weeks on the PPO E-commerce Site. If you have an urgent request, please contact Printing_Procurement@baylor.edu or 254-710-2621.

REPRINT ORDERS

Reprint orders (orders that have been previously printed) require the most recent Baylor job number and the print provider's job/invoice number - which can be found on historical records distributed by PPO. If changes are made, mark on a sample and a proof will be provided before printing.

- Department User will fill out PRINT REORDER FORM and email the form to the appropriate print provider. PPO does not need a copy of your form for jobs under $10,000.
- If previous print provider is not included in the Approved Print Provider list, please contact a provider on the approved list and supply them with a sample of your most recent print order.
- Print provider will send invoice to department user. Invoices can be paid via TRAX or Baylor Purchasing Card.

INVENTORY / STOCK ITEMS

Printing Procurement maintains an INVENTORY of second sheets, nametags, pocket folders, campus maps and blank Baylor seal certificates and holders. These items may be ordered online and picked up at PPO and will be charged to the department.

E-COMMERCE / STATIONERY ITEMS

Stationery items such as business cards, letterhead, and miscellaneous envelopes are available on the PPO E-commerce Site

- Department User enters and submits order online.
- Payment must be made with a Baylor Purchasing Card.

Order Forms

PRINT REORDER FORM
- for reprints "as is" or reprints with slight text/art changes.

INVENTORY / STOCK ORDER FORM
- for non-personalized Pocket Folders, Second Sheets, Certificates, Certificate Holders, Campus Maps, and Name Tags.

E-COMMERCE WEBSITE
- for business cards, letterheads and envelopes. All templates provided for use on the site comply with the Baylor University Graphic Standards.
NEW PRINT ORDERS
PLEASE CONTINUE TO CONTACT PRINTING PROCUREMENT.
Printing_Procurement@baylor.edu
254-710-2621