

Martin Litho, Inc.

CONTRACT SUMMARY

This page last reviewed/updated: 11/29/11

Contract Name: Printing Services/Business Cards and Stationery	Contract Number: 10/ITBT-18EE
Vendor: Martin Litho, Inc.	Effective Dates: 8/15/2011 – 8/15/2013
Vendor ID: B00018151	Number of Vendors: 1
Vendor Address: 505 N Rome Ave Tampa, FL 33606	Payment Terms: Net 30
Contact: Ms. Michelle Chio	Accepts PCard: Yes MBE: Yes
Phone: 1-800-741-6838	Fax: 813-254-5993
Email: michelle@mlicorp.com	Web Site: uwfprinting.com

How to order:

To order UWF business cards or stationery:

- Go to MLI's web site at uwfprinting.com.

For UWF faculty and staff first time users:

- click on "**New User Registration**";
- select "**UWF Community**" as your division group;
- fill in the registration form;
- use your complete UWF email (jdoe@uwf.edu) as your user name; and,
- set up your password.

You may then "**log in**" using the user name (UWF email) and password to place an order. Office staff with a PCard may order for faculty and staff in their units.

Exception to registration steps: UWF President's Cabinet and Athletics faculty and staff have been pre-registered into the ordering system and passwords have been emailed.

To place an order (after completion of registration), go to "**Returning User Log-in**" and log in using the email address and password created during registration.

Select either UWF business cards (in horizontal or vertical orientation) or UWF stationery:

- fill in the information as it should appear;
- proof information;
- complete the order;
- at the checkout, enter PCard information.

If order is placed **by 12:00 PM EST Wednesday**, the order will be delivered to the UWF Post Office by the following Wednesday, excluding holidays (1 week). The UWF Post Office will deliver orders to the building and room number specified via campus mail.

If order is placed **after 12:00 PM EST Wednesday**, it will deliver to the UWF Post Office on the second consecutive following Wednesday (2 weeks).

Contacts...

For technical question about ordering on the MLI site: Michelle Chio, 800 741-6838 Ext 227 or michelle@mlicorp.com

For questions concerning availability of certain items, UWF's logos or other UWF specific marketing related questions (available business card and stationery styles): Joy Ward x2431 or jward@uwf.edu