<table>
<thead>
<tr>
<th><strong>Contract Name:</strong> Printing Services/Business Cards and Stationery</th>
<th><strong>Contract Number:</strong> 10/ITBT-18EE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong> Martin Litho, Inc.</td>
<td><strong>Effective Dates:</strong> 8/15/2011 – 8/14/2017</td>
</tr>
<tr>
<td><strong>Vendor ID:</strong> B00018151</td>
<td><strong>Number of Vendors:</strong> 1</td>
</tr>
<tr>
<td><strong>Vendor Address:</strong> 505 N Rome Ave Tampa, FL 33606</td>
<td><strong>Payment Terms:</strong> Net 30</td>
</tr>
<tr>
<td><strong>Contact:</strong> Blanche Brantley</td>
<td><strong>Accepts PCard:</strong> Yes</td>
</tr>
<tr>
<td><strong>Phone:</strong> 1-800-741-6838</td>
<td><strong>MBE:</strong> Yes</td>
</tr>
<tr>
<td><strong>Fax:</strong> 813-254-5993</td>
<td><strong>Email:</strong> <a href="mailto:blanche@mlicorp.com">blanche@mlicorp.com</a></td>
</tr>
<tr>
<td><strong>Web Site:</strong> uwfprinting.com</td>
<td></td>
</tr>
</tbody>
</table>

**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";
- change Division to “UWF Community” from the drop down menu;
- 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:
- select the item you would like to order;
- select the quantity and where the item should be delivered;
- 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: Blanche Brantley, (813) 254-1553 or blanche@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