



To Faculty and Staff:

As per our previous email notification, effective August 1, 2021, Documart "Quik Print" Vendor ID 2058287 will be the provider of stationery items (letterhead, business cards, envelopes) to the campus community. In addition to lower prices, Documart has offered a much quicker delivery service of 3 to 4 business days from order date.

In coordination with the Office of Marketing + Communications, Documart has created an ordering portal for the campus community to use. On this portal are the various versions of business cards, letterhead, envelopes and lawn signs available for use. These are the only items that are permitted to be ordered through this portal and lawn signs must be approved by Marketing.

Documart business card pricing:

Box of 250 \$33.50

Box of 500 \$40.00

Box of 1000 \$66.00

To order stationery items:

Go to [loyolauniversity.documart.com](http://loyolauniversity.documart.com)

- Create an account
- Select the items for purchase and place in cart
- Save cart
- Log out
- Create a requisition in Colleague using Vendor ID 2058287 Quik Print of New Orleans "aka Documart" and wait for PO# to be issued
- **Once PO# is issued, log back into cart**
- **Use the PO# as the method of payment and place order**

If there are any questions or concerns, please do not hesitate to reach out to Procurement Services x2290.