



Purchasing Department  
 4400 University Drive, Mailstop 3C5  
 Fairfax, VA 22030  
 Voice: 703.993.2580 | Fax: 703.993.2589  
<http://fiscal.gmu.edu/purchasing/>

The Purchasing Department has awarded seven (7) contracts for printing services. Business Card pricing is listed below. For all other printing, users should contact the vendor, referencing the corresponding contract number, to determine job pricing.

### Instructions for Ordering

Orders less than \$5,000: Departments must obtain a quote from one of the contracted vendors listed below. The quote must be attached to the eVA requisition or confirming order.

Orders between \$5,001 and \$50,000: Departments must obtain at least two quotes from one of the contracted vendors listed below. The quotes must be attached to the eVA requisition. The purchase order will be issued to the lowest responsive, responsible vendor. NOTE: Departments may not “split” requirements to avoid the competitive requirement. Nor may a vendor accept split requirements.

\*\*If the contracted vendors are unable to provide the goods/services required for a particular printing job the department must complete and submit a [Printing Waiver Form](#) prior to purchasing off-contract printing.

### Business Cards must be ordered through Canon or Worth Higgins

\*Cash Receipt Forms may be ordered through Canon as noted below.

CANON		Contract # GMU-1476-18-03		
<b>Delivery time:</b> Next day or “rush” (3 hour pick-up available for additional charge). For full details visit: <a href="http://www.gmupringhub.com">www.gmupringhub.com</a>				
Business Cards	QTY 100	QTY 250	QTY 500	
One side (1-color or 2-color)	\$18.00	\$30.00	\$41.50	
Two side (1-color or 2-color)	\$25.00	\$45.00	\$58.00	
<b>*Cash Receipt Forms</b>	<b>PKG 25</b>	\$6.55		
WORTH HIGGINS		Contract #GMU-1476-18-01		
<b>Delivery Time:</b> 7-10 days. For full details visit: <a href="http://ur.gmu.edu/creativeservices/businesscards/">http://ur.gmu.edu/creativeservices/businesscards/</a>				
Business Cards	QTY 100	QTY 250	QTY 500	
One side (1-color or 2-color)	\$28.00	\$30.00	\$40.00	
Two side (1-color or 2-color)	\$38.00	\$40.00	\$50.00	

### All Other Printing – Contracted Vendors

Contact the vendor for specific job pricing.

On-Campus Pick Up/Delivery: <b>Canon Solutions America</b> (GMU-1476-18-03) TBD, email		
<b>Worth Higgins &amp; Associates</b> (GMU-1476-18-01) David Regan <a href="mailto:dregan@whaprint.com">dregan@whaprint.com</a> 8770 Park Central Dr. Richmond, VA 23227	<b>Mosaic</b> (GMU-1476-18-07) Joe Fontana <a href="mailto:jfontana@mosaic.buzz">jfontana@mosaic.buzz</a> 74801 Viewpoint Place Cheverly, MD 20781	<b>Ecoprint</b> (GMU-1476-18-02) Robert Firestein <a href="mailto:bobby@ecoprint.com">bobby@ecoprint.com</a> 2618 Pittman Dr. Silver Spring, MD 20910
<b>HBP, Inc.</b> (GMU-1476-18-04) Eric Oaks <a href="mailto:eoaks@hbp.com">eoaks@hbp.com</a> 2818 Fallfax Dr. Falls Church, VA 22042	<b>Accurate Printing</b> (GMU-1476-18-05) Cristina Kluczek <a href="mailto:Cristina@accurateprinting.com">Cristina@accurateprinting.com</a> 2380 Research Ct., #100 Woodbridge, VA 22192	<b>Goetz Printing</b> (GMU-1476-18-06) Craig Marsha <a href="mailto:craigm@goetzprinting.com">craigm@goetzprinting.com</a> 7939 Angus Ct. Springfield, VA 22153