To: All Vice Presidents, Deans, Directors, and Business Managers

From: Michael J. Mandl
Fred Sanfilippo
John T. Fox
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RE: Promotional Products for Emory

Date: December 3, 2007

Several months ago a task force was formed to review our Promotional Product spending practices. The purpose of the review was to determine if Emory could reduce costs, while at the same time improve oversight of the use of approved Emory University logos and trademarks.

Proposals came in from seven of Emory's highest volume promotional products providers and collectively represented nearly $1 million dollars of annual spending across Emory. Each supplier's pricing, technical capabilities, and design expertise were reviewed. Ultimately three suppliers were selected whose capabilities are the best fit for Emory. These suppliers provide immediate benefits to departments in the form of lower product costs, speedier ordering processes, prompt payment discounts, and immediate access to predesigned products.

Effective immediately, all divisions of Emory University and Emory Healthcare should use the following Preferred Promotional Product Suppliers:

Madden, Inc.
Pinnacle Promotions, Inc
Summit Marketing, LLC

University instructions for the process of placing orders with these three suppliers can be found at www.finance.emory.edu on the Buying in the Marketplace tab. For Emory Healthcare instructions, please contact Porcia Jones, Emory Hospitals, 404-686-7460 or Heather Cavender, TEC, 404-778-5252.
Please communicate this change to those in your organization responsible for the purchase of promotional items as well as the goal to complete all supplier transitions by January 1, 2008.

Thank you for your cooperation in ensuring we fulfill our collective responsibility to operate cost effectively.