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

From: Michael J. Mandl, Fred Sanfilippo, John T. Fox, Earl Lewis

Re: Preferred Print Supplier Program

Date: November 26, 2007

As part of our continuing focus to enhance the value of Emory's purchasing contracts, we identified printing as an opportunity to consolidate the supply base, reduce costs, and improve the quality and service of printed material to the Emory community. More than 60% of Emory's spend for printing is with a category of suppliers known as commercial sheet-fed printers (i.e. magazines, booklets, annual reports, etc). It is this category of printers that we have significant opportunity to improve pricing and quality. More than 300 of these printers were identified as suppliers to Emory. Through a collaborative effort between Emory University and Emory Healthcare, select print providers participated in a competitive bid process to insure a solution for Emory that represents a step forward in our approach to buying print services. As a result, we are pleased to announce that seven print suppliers have now been designated as "Preferred Printers".

The new agreements with these printers will provide cost reductions and financial incentives of approximately $700,000 annually, or $2.1 million over the life of the three year agreement. In addition, these printers are well known among their many current Emory customers for their excellent range of capabilities, expertise, high quality, superior customer service and commitment to environmentally responsible practices.

Effective immediately, all divisions and departments of Emory University and Emory Healthcare should use one of the following seven Preferred Print Suppliers:

- Bennett Graphics
- Canterbury Press
- Colour One O One
- Offset Atlanta

- ProGraphics
- Standard Press
- Wallace Graphics
University instructions on the process of placing orders with these suppliers can be found at [www.finance.emory.edu](http://www.finance.emory.edu) on the Buying in the Marketplace tab. For Emory Healthcare, please continue to order through Emory Healthcare Purchasing. As a reminder, Emory University and Emory Healthcare should direct quick copy to Alpha Graphics and FedEx Kinkos and graphic orders to Emory Graphic Design Services.

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