

10-059 Stationary

Questions and Answers

1. How many different departments (potentially) will be purchasing through this process?

Answer: Approximately 125-150, as needed.

2. Are they all required to use the same general template for letterhead, envelopes & business cards, or are there various formats throughout the university?

Answer: Yes, all are required to use the same format.

3. Does the letterhead, envelope and most especially business card layout afford the possibility of creating shells and overprinting specific information?

Answer: Yes

4. Would Austin Peay be interested in an online ordering system, that affords branding and management control and approval (by APSU Public Relations and Marketing or any other group), but with ease of processing orders and delivery? We would be glad to give a demonstration of how the system works and recommendations to any interested parties.

Answer: Yes

5. Are the #10 envelopes printed on standard regular white wove, or do they need to match the letterhead stock exactly?

Answer: Yes, we prefer they match.

6. Would it be possible to pick up a sample of printed letterhead, envelopes and business cards?

Answer: Yes or we can send a pdf sample.