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## **Printing Services SMC contract updates**

**Department:** Procurement/ Payables

Printing Services SMC contract updates

### **Method of Providing Printing Proof Approvals**

Effective immediately, departments shall provide Printing Proof Approvals to your SMC suppliers via email or online portal. No verbal approvals on printing proofs will be acceptable.

### **Order Method Change for M&T Printing**

Effective immediately M&T Printing will no longer accept verbal or faxed orders. Orders with M&T Printing must be placed by one of the following:

- 1) online ordering website (preferred) <https://secure.mtprint.com/pool/CustSignIn.aspx?Validate=8953JKL1290312KM> [1]
- 2) e-mail [guelph@mtprint.com](mailto:guelph@mtprint.com) [2]

See Purchasing Services website under M&T Printing for further details and instructions.

### **Appropriate Use of the University's Logo, Crests and Images on Printed Materials**

When ordering materials printed with the University's name, logotypes, crests and images, please make sure your request follows the University's Graphic Standards Guide at <http://www.uoguelph.ca/web/graphicstandards/> [3]

For information related to these contracts including rates, contact information, and detailed billing information, please visit Purchasing Services website at <https://www.uoguelph.ca/finance/suppliers/by-commodity> [4].

If you have any questions regarding these changes, please contact Rajna Rakanovic, Procurement Contracting Officer, Purchasing Services at Ext.53779 or [rrakanov@uoguelph.ca](mailto:rrakanov@uoguelph.ca) [5].

Kind regards,

**Lis Kuindersma, SCMP**



## Printing Services SMC contract updates

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**Source URL:** <https://finance.uoguelph.ca/printing-services-smc-contract-updates>

### Links

[1] <https://secure.mtprint.com/pool/CustSignIn.aspx?Validate=8953JKL1290312KM> [2] <mailto:guelph@mtprint.com> [3]  
<http://www.uoguelph.ca/web/graphicstandards/> [4] <https://finance.uoguelph.ca/finance/suppliers/by-commodity> [5]  
<mailto:rrakanov@uoguelph.ca> [6] <https://finance.uoguelph.ca/finance/519-824-4120> [7]  
<https://finance.uoguelph.ca/finance/519-767-1251> [8] <mailto:Lkuinder@uoguelph.ca>