

**IN THIS ISSUE:**

COMPLETE BOOK SELECTED AS  
PREFERRED VENDOR

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USE PREFERRED VENDORS FOR

Vendors so that a customized quote can be created. While speaking with our sales representatives, be as detailed as possible when describing your particular needs so that the quote will reflect items with features that appropriately meet those needs. Once you receive the quote, confirm that all items discussed are included. This is your final opportunity to catch any discrepancies before the order is placed. Since most office furniture is "made to order", once the items are received, the ability to return or exchange them decreases significantly. Once the information on the quote has been reviewed and approved, a non-catalog requisition can be created in NUFInancials to submit the order.

To review more information about Preferred Vendors for Office Furniture, visit the [Preferred Vendor Matrix](#) on the PRS web site. For questions regarding ordering office furniture from Preferred Vendors, contact [Laura Norton](#), Procurement Administrator, at 7-3345.

## Quartet Digital Printing

After an extensive competitive bid process, University Services and Purchasing Resource Services, with the help of a formal evaluation committee consisting of representatives from several departments and schools, have selected Quartet Digital Printing to replace FedEx Office as NU's Preferred Vendor for Copying & Digital Printing. Features of the new contract include:

- Improved pricing
- Streamlined ordering process
- Payment via chart string
- Better, local customer service
- Quick turnaround times and delivery options

Anyone from Northwestern that was previously using Quartet will save

## CZUWA U

Northwestern University imprinted items are now available in i NU. To order NU custom products such as blue book exam books, interoffice envelopes, name tags, binders, legal pads and pens, visit the OfficeMax punch-out catalog in i NU. Click "Create New Office Product Order", the "Shopping Lists" tab, and then "Northwestern Custom Logo Product".

For questions regarding NU imprinted items or general OfficeMax inquiries, contact our NU OfficeMax customer service representative, [Evan Webb](#) at 224-279-7588.

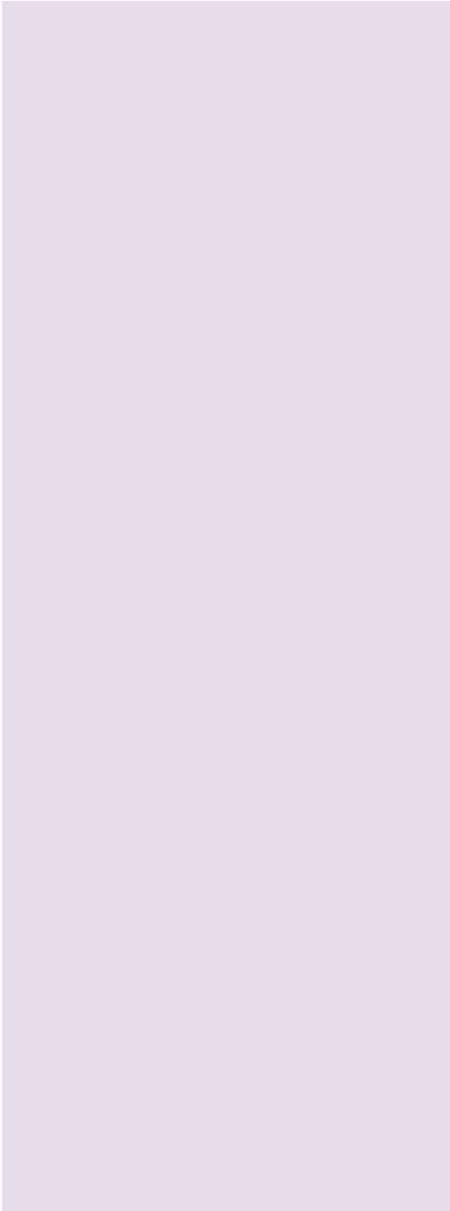
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