PRINTING, PAPER AND ENVELOPE PURCHASING GUIDE
FOR MSU DEPARTMENTS

Any printer desiring to do business with MSU must agree to comply with the guidelines provided on the Procurement website.

Printers who have not had their name added to the list on the MSU website will be allowed to compete for business but must complete and submit this agreement prior to doing any business with MSU.

Use of MSU logos, marks, name, etc. – Printers may use the MSU logos, marks, name, etc. when printing letterhead and business cards for use by MSU offices only and may not be used for resale. Any other use of the MSU logos, marks, name, etc. may only be done by printers licensed thru LRG, Inc. in accordance with that license. Any unauthorized use will be cause for removal of the firm’s name from the list of potential printers as well as discontinuance of further business

State purchasing laws stipulate the following:

$0 to $5000 – Competition is not legally required. P&C urges departments to contact at least two potential providers to get prices. It’s hard to know if you are getting a good deal if you have nothing to compare it to.

Over $5,000 to $50,000 – A minimum of two written quotes is required. The quotes should be detailed enough to ensure both providers are bidding on the same requirements. The quotes should be signed or, if sent by e-mail, the e-mail must clearly indicate the name and contact information of the individual submitting the quote.

Over $50,000 – The department should develop specifications and submit with a requisition to their Purchasing Agent. They should include a list of potential bidders. P&C will review the specifications and work with the department to finalize the document. P&C will then advertise the bid and solicit bids.

Procurement Card – The p-card can and should be used when purchasing paper and/or envelopes under $5,000. If a printing company is incorporated (Inc.) the p-card can be used to purchase printed items. If a printing company is not incorporated the p-card cannot be used and the department should use a requisition and purchase order.

The following printers have completed and submitted the appropriate agreement. Please check back often as we anticipate additional printers being added.

A-1 Printing Service, Inc. Frazer Windless, fwindless@a1printsvc.com

Allegra Print and Imaging, Lisa Ruehler, lisa@allegralittlerock.com

Alliance Business Services, Nick Strickland, nickj@absms.net

Allmond Printing Company, Inc., John Allmond, john@allmondprinting.com
Blufish Design Studio, Emily Griffin, emily.griffin@blufish.com

Birmingham Printing and Publishing, Inc. Georgia Luann Carter, lcarter@bhamprinting.com

The Copy Cow, thecopycow@gmail.com

Craftsman Printing, Inc., Tim Leasure, tleasure@craftsmanprintinginc.com

Creasey Printing Services, Kelli Lynch, info@creaseyprinting.com

Cushing-Malloy, Inc., Thomas F. Weber, tfweber@cushing-malloy.com

Dement Printing Company, Scott Dement, sdementdpc@comcast.net

Digital Marketing Services, David Rula, drula@dmscolor.com

Digital Rio, Inc. Glenn Robb, glennr@digitalrio.com

Drumwright & Co., LLC (dba Image Screenprinting), Jessica Dutter, jessica@imagescreenprinting.com

EM Printing, Cindy Burnette, cindy.burnette@emprinting.com

Epic Solutions LLC, Tyler Whitney, tyler.whitney@epicsolutions.com

Global Litho, LLC, Robert H. Hardin, Jr., rhardin@globallitho.com

Graphic Printers, Inc., Ed Pierce, ed@graphicprintersinc.com

Harvey Dallas Printing & Graphics, Inc., Bryan Dallas, bryan@harveydallasprinting.com

Hederman Brothers, LLC, Mike Cochran or Doug Hederman, mcochran@hederman.com or dhederman@hederman.com

Idexx, Inc., Elizabeth deLoach, edeloach@crowsonstone.com

Interstate Printing, Tracey Smith, tracey@interstateprinting.net

IMAGES, Eric Benning, littlerock@imagesprinting.net

Jackson Data Products, Elizabeth Ryan, elizabeth@jacksondata.com

Joseph L. Brown Printing Company, Ltd., Benjiman D. Brown, benji@brownsprinting.com

Lawrence Printing Company, Inc. Alan Ellis, aellis@laprico.com

The Lane Press, Inc., Betsy Robertson, robertson@lanepress.com
LSC Communications, Inc., Estella Dean, estella.dean@lsccom.com
The Mailbox, Inc. Malcolm Martin, themailboxinc39759@gmail.com
Mid-South Fine Printers, Skip Miles, fineprintskip@bellsouth.net
Master Group, Minnie Kimberling, Minnie.kimberling@mymastergroup.com
MS Prison Industries Corporation, Ed Stephens, printsh@netdoor.com
National Forms and Systems Group, Inc., Todd Ross, tross@a-nationalsolution.com
Nick Clark Printing and Office Partners, opproduction@comcast.net
Noyes Rubber Stamp and Printing dba Greenville Printing Center, Tom Noyes, printingt@bellouth.net
Office Depot, Don Kilbourne, don.kilbourne@officedepot.com
Parris Printing Company, Zachary Toomey, ztoomey@parrisprinting.com
Paulsen Printing Company, Clayton Reed, clayton@paulsenprinting.com
Pinnacle Printing & Copying, Leslie Owen, ljdumas@gmail.com
PIP Printing and Marketing Services, Beverly Pilcher, mail@pipridgeland.com
PPI, Perry Whitaker, perry@ppims.com
Precision Graphics, Inc. Mike Leathers, mleathers@precisiongraphicsinc.net
Promos4U, LLC, John Harris, promos4u@att.net
ProForma Media Group, David Rickman, david.rickman@proforma.com
ProGraphics, Inc., Jeff Brown, jbrown@prographicsms.com
Progress Printing Plus, Cheryl Roach, croach@progressprintplus.com
Quality Printing, Lee Campbell, lee@qualityprinting.com
RR Donnelley, William Burnham, William.burnham@rrd.com
R J Young Company:
Hugh Harris, hugh.harris@rjyoung.com
Tim Potter, tim.potter@rjyoung.com
Tina Peterman, tina.peterman@rjyoung.com
Shelby Printing, LLC, Alice Sharpe, alice@shelbyprinting.com
Small Pond Graphics, Haley Montgomery, haley@smallpondgraphics.com
Southern Business Supply, Billy Adam Calvert, billyadam24@comcast.net
Stephens Printing, LLC, Ed Stephens, stephensprint@yahoo.com
T Enterprises dba A2Z Printing, Benji Brown, Benji.brown@a2zprinting.net
Tampa Envelope, Violet Wolert, vwolert@tampaenvelope.com
Tennessee Industrial Printing, Inc., Matt Emison, matt@tipsprints.com
Thriver Impressions, Cheri Thriver, thriver4@comcast.net
Twin City Printing & Litho Inc. dba TC Print Solutions, Brad Lorince, bradlorince@tcprint.com
University Screenprint, Holley Gardner, holley@universityscreenprint.com
Watermark Printers, LLC, Brad or Jimmy Covin, watermarkprinter@bellsouth.net
Weatherall Printing Company, Wade Kellett, wade@weatherallprinting.com
X Max, LLC, Kinnie Ford, kdf3@comcast.net