POLICY

In order to present a unified identity to the community and promote the EVMS brand, stationary request for all EVMS departments must follow the same specific standards on use of the logo, typefaces, ink colors, and paper. The standards are applicable for all stationary requests such as such business cards, envelopes, and letterhead. All outside vendors must conform to these standards.

EVMS has established a relationship with a stationary supplier and because the vendor is already set up to provide the EVMS standards, potential cost savings and quick response time is available through this vendor. EVMS does not require that departments contract exclusively with this vendor as long as other vendors adhere to the EVMS standards. As with all other purchases with outside vendors, an EVMS purchase order is required for all printing services.

The current standards are available on the EVMS intranet website at:
http://info.evms.edu/InstitutionalAdvancement/postdocs/stationeryandlo_/stationerystand/default.htm

For current listing of EVMS Standard Printing Forms, access
http://info.evms.edu/materialsmgt/postdocs/forms3/default.htm. These items files are established in One-Source hot list named “Standard Printing Forms”. Users will be able to order these items through One-Source via this hot list.