

Notre Dame of Maryland University
4701 N. Charles Street Baltimore, MD 21210
Phone: 410-532-5732 Email: printing@ndm.edu

External Vendor Printing Agreement & Approval Form

OUTSIDE VENDORS FOR PRINT JOBS WILL ONLY BE PERMITTED IF IT IS DEEMED THE NDMU DOCUMENT CENTER CANNOT SUCCESSFULLY COMPLETE THE JOB BEING REQUESTED.

THIS FORM MUST BE SUBMITTED FOR APPROVAL TO THE DIRECTOR OF AUXILIARY SERVICES A MINIMUM OF 5 BUSINESS DAYS PRIOR TO THE REQUESTED COMPLETION DATE FOR THE PRINT JOB.

PLEASE COMPLETE THE PRINT REQUEST FORM ONLINE IN ADDITION TO SUBMITTING THIS FORM; APPROVAL WILL ONLY BE GIVEN ONCE THE ONLINE REQUEST FORM HAS BEEN COMPLETED & REVIEWED:

<https://www.ndm.edu/content/print-request-form>

School/Department Name: _____

Contact Name: _____

Phone #: _____ Email: _____

Description of Print Job (*please include type of materials needed*):

Number of Copies/Quantity Needed: _____ Requested Completion date: _____

Special Accommodations Needed/Reason for Outsourcing Job:

Requested Vendor: _____

Cost of Outsourcing Job: _____

I further agree any violation or misrepresentation of information may result in denial of future requests.

Signature

Date

FOR OFFICE USE ONLY:

Date Received: _____

◇ Approved

◇ Denied

Date Processed: _____

Signature: _____

Director of Auxiliary
& Conference Services