

Ordering Outwork via Approved Suppliers

Promotional Goods and Print

Warwick Print will be closing next year and whilst still operational until July 2024, the team will be prioritising the work that is strategic and core in nature whilst reducing the amount of promotional / non-strategic work. On this basis, colleagues will need to order directly with our approved suppliers.

The following provides guidance for ordering outsourced jobs for print requirements and promotional goods, which can be a straightforward process if you follow the steps below. Please note, this is not intended to be exhaustive, and you may wish to include additional information and checks.

Define your project requirements:

Start by clearly defining your project's objectives, including the type of printed material, quantity, size, paper quality, colour specifications, finishing options (e.g., binding, laminating), and any special instructions. Determine the budget and deadline for the project.

For promotional orders please use the table below:

Promotional Order Check List

Minimum checks for all requirements	
Do you already have the artwork/ logo, if so please attach?	
Quantity	
If clothing what breakdown of sizes required?	
Product required	
Product colour if known	
Artwork -how many colours of print?	
If clothing, what position of artwork?	
Delivery date required	
Event date if applicable	
Delivery address	
Cost code	
Any other relevant info	
If supplying your own artwork, is it print ready – to branding size/ correct colours?	

Use the University Framework suppliers, obtaining multiple quotes to compare costs and services. Please ensure all suppliers listed are given equal opportunity to quote.

Promotional Products, Branded Merchandise & Corporate Gifts

- Allwag Promotions Ltd (ehillman@allwag.co.uk; 020 3904 5589; www.allwag.co.uk)
- Graphic Arts (Coventry) Ltd (lan.jenkin@graphicartsgroup.co.uk; 024 7667 3415; www.graphicartsgroup.co.uk)
- Hambleside Merchandise Ltd (orders@hambleside-merchandise.co.uk; 023 9235 4960; Hambleside-merchandise.co.uk)

For Print Orders please follow these steps

Print Services Approved suppliers.

This is defined as a printer who will supply University stationery, leaflets, flyers, posters, newsletters, and booklets, prospectuses covering single colour through to four/five/six colour work.

- Image Data Group Limited (lily.pepper@imagedata.co.uk; 01430 474000, www.imagedata.co.uk)
- Potts Print (UK) Limited (kristopherb@potts.co.uk; 0345 375 1875; www.potts.co.uk)
- W&G Baird Limited (louise.walters@wgbaird.com; 07572 571 888, wgbaird.com)
- Sterling Press Limited (Ajones@sterlingsolutions.co.uk; 07717366579; www.sterlingsolutions.co.uk)
- A McLay and Company Limited (spayne@mcclays.co.uk; 029 2054 4100; www.mcclays.co.uk)

Provide project details:

In your initial contact with the outwork provider, provide a detailed brief of your project. Include information as a minimum:

- Type of document (brochure, flyer, business card, etc.).
- Size and dimensions (e.g., A4, letter, custom size).
- Quantity required.
- Colour specifications (CMYK or Pantone).
- Preferred paper type and weight.
- Any special finishing options (e.g., matt/glossy coating, binding, embossing).
- Delivery or pickup preferences.
- Deadline for completion.
- Your contact information and billing details.

Request a quote:

Ask the outwork provider for a detailed quote based on the information you've provided. Make sure the quote includes a breakdown of costs, including printing, materials, labour, and any additional fees (e.g., setup fees or shipping costs).

Review the quote:

Carefully review the quote to ensure it aligns with your project requirements and budget. If any details are unclear or if you have questions, seek clarification from the provider.

Confirm the order:

Once you are satisfied with the quote and all details have been clarified, confirm your order with the outwork provider. This may involve signing a formal agreement or providing a purchase order if necessary.

Submit your print-ready files:

Prepare your print-ready files according to the provider's specifications, including file format, resolution, and colour settings. Ensure all fonts and images are embedded or provided. Double-check your files for accuracy and quality before submission.

Proofing:

Request a proof from the outwork provider before the full production run to check for any errors, layout issues, or colour discrepancies. Approve the proof before proceeding.

Payment:

Make sure to provide your correct departmental cost code, talk to your departmental administrator if you are unsure.

Production and delivery:

The printing service provider will proceed with the production of your order and deliver it to your specified location or have it ready for pickup, according to your preferences.

Review and feedback:

After receiving your promotional or print job, review the final product to ensure it meets your expectations and quality standards. If everything is in order, consider providing feedback or a testimonial to the service provider.

Following these instructions will help streamline the process of ordering print jobs for outsourcing, ensuring that your print materials meet your requirements and are delivered on time.

Please contact enquiries@warwickprint.co.uk if you require assistance with either process (until end July 2024).

For questions relating to the frameworks please contact Craig Colledge- Print Procurement Manager: craig.j.colledge@warwick.ac.uk

For brand guidance, please visit the University brand webpage here: [Brand Portal | University of Warwick](#)