



**OFFICE OF MARKETING  
PREFERRED VENDOR POLICY – PRINTING AND PROMOTIONAL ITEMS**

All marketing materials printed for both internal and external distribution (e.g. students and employees, alumni, donors, prospective students) must be printed through a vendor approved by the UE Office of Marketing. Using an approved vendor ensures consistent quality of printed materials, upholds brand standards, and avoids unexpected costs due to reprinting.

All campus departments are encouraged to have the Office of Marketing not only design their materials but also print them through an approved vendor. Marketing requests may be submitted at any time through Lytho, the University’s online workflow system. Departments who choose to handle their own printing must work with a preferred vendor and submit artwork to the Office of Marketing (if not already designed by Marketing) for approval before printing occurs. Materials printed through an unapproved vendor may be subject to review.

As of April 2026, preferred vendors approved by the University of Evansville include:

- Nussmeier Engraving & Printing
- DataMail
- Branded by Woods
- B-Hive Printing
- Regent Promotions
- Miles Printing
- Progress Printing
- Greenwell-Chisholm Printing Co
- ColorMax Digital Imaging
- Signarama
- SLADE/ProMark
- Evansville Print Specialist

If you are seeking approval to work with a vendor not listed above, please contact the Office of Marketing. If we determine your vendor meets print quality standards, they may be added to the preferred list.

Thank you for upholding this policy, which helps protect the brand standards and professional quality expected of the University.