

## How Do I Buy...

### ***Creative Services including Web Development, Graphic Design and Editorial Services (All-inclusive contracts)***

**Buyer(s) Contact Information:**

[Jerri Kemp](#)

**Current Virginia Tech Contract Vendor(s):**

[Eddy Communications Corporation](#)

[Journey Group](#)

**Description:**

University Relations and Procurement have identified and vetted numerous vendors in a variety of specialties and have awarded multiple competitively negotiated university contracts. These contracts are for high-quality creative services available at reasonable costs and services provided in a timely manner and are now available in HokieMart for use by all departments.

All university communications materials should adhere to the Virginia Tech brand. Guidelines for use of the Virginia Tech brand have been developed by University Relations and can be found online at the [Brand Center](#).

Any of the contracted vendors providing needed services may be contacted to discuss a project. Departments should contact the vendor directly and obtain a proposal for a scope of work and a quote in accordance with the contract.

All vendors under contract are listed in HokieMart and each department should follow its own payment procedures. Once a department agrees on the scope of work, the department then enters a Hokiemarkt requisition. HokieMart will prompt the department by indicating a contract is available for that vendor. The department will select that contract number on the requisition. A purchase order is processed in Hokiemarkt and sent directly to the vendor, bypassing Procurement. Orders not utilizing a contract fall under the normal procurement regulations.

The [Procurement Department](#) can answer any specific questions.

Any questions regarding the logo and brand can be referred to [University Relations](#). Once a project is completed, departments are asked to show University Relations samples of the final materials and give any pertinent feedback about working the vendor.