



## How Do I Buy or Handle...

### Graphic Design/Illustration Services

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

Please refer to [VT contracts](#) and search using the keyword “graphic” to view a list of contracted vendors.

#### **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 available in HokieMart for use by all departments. The link above takes you to the Procurement Contracts webpage where you can find contact information for each firm awarded a contract and pricing information as well.

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. Once a scope of work and quote is obtained and agreed upon, a requisition should be entered in to HokieMart.

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 with the vendor.



**For more information contact:**

- Procurement 540-231-6221
- Or [hokiemart@vt.edu](mailto:hokiemart@vt.edu)