

How Do I Buy or Handle...

Editorial Services

Current Virginia Tech Contract Vendor(s):

[Hoffman Editorial Services](#)

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. 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.

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 HokieMart 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 HokieMart 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 with the vendor.

For more information contact:

- Procurement 540-231-6221
- Or hokiemart@vt.edu