



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Purchases and Supply

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May 15, 2007

To: All State Agencies, Institutions, and Authorized Localities

RE: Business cards – Thermographed and Offset Printed. Contract MA-E194-203-2

Effective July 1, 2007, the contractor for these services will become Virginia Correctional Enterprises. To facilitate this transfer, VCE is making various programming modifications to their web site that will allow on-line ordering of business cards.

If you have used this contract you may wish to contact BCT/Dister immediately for the return of all artwork/logos that have been used in producing your cards. Return of such artwork is a requirement of the contract.

In order to make this transition as smooth as possible and to make sure you do not have any undue interruption in the receipt of cards, we ask that you forward your artwork and any format requirements to the VCE Print Shop at the following address:

Ralph.Sconzo@vadoc.virginia.gov.

Sincerely,


J. Warren Mitchell, Jr., CPPO
Purchase Officer
(804) 786-3858 – Voice
(804) 786-0223 – FAX