

**The Office of Strategic Procurement, working with a cross-campus Print Task Force, is pleased to announce the introduction of a *Directed To Buy*<sup>SM</sup> Paper Program through Lindenmeyr Munroe for commercial printing.**

➤ **Why the program?**

The objective of the Directed To Buy Paper Program is to control the cost of paper and, therefore, the total expense of printing. This program offers discounted paper pricing to Harvard University through Lindenmeyr Munroe, a paper merchant, based on our total volume.

➤ **Which companies and mills were selected?**

Lindenmeyr Munroe is a well-known paper merchant and the five mills represented cover the most commonly used types of paper: Mohawk Fine Papers, Domtar Papers, Neenah Paper, New Page and Sappi.

➤ **How does the program work?**

A Harvard print buyer places an order with their choice of printer and identifies the order as part of the Harvard Directed To Buy Paper Program. The printer contacts Lindenmeyr Munroe and identifies the order with the Harvard account number; the printer then receives the Harvard discount paper price for that order. No change in ordering or additional work is required of the Harvard print buyer.

➤ **How are the savings measured?**

Usage and savings are monitored through monthly reports which compare the actual cost of paper to the printer to the discounted cost with the Harvard Program for each print job. A price grid is also available upon request through Strategic Procurement for the specific grades of paper included in the program. Harvard print buyers should continue to competitively bid their print orders through three or more vendors and ask for comparison quotes on comparable “house sheets” to monitor vendor performance and competitiveness.

➤ **Are there additional benefits for Harvard University?**

Our arrangement with Lindenmeyr Munroe provides preference for Harvard orders if paper availability is limited. In addition, opportunities to upgrade to a higher quality paper at the same cost may be presented for certain print projects. All selected mills have a strong commitment to sustainability and offer paper grades with numerous environmental attributes such as FSC or SFI certification, recycled post consumer waste content, Green-e certification and other factors. Furthermore, a reduced paper cost will typically lower printer handling charges.

➤ **How do I start?**

Contact Ted Coppinger (781-492-6325) of Lindenmeyr Munroe to set up an account.