**Garvey’s Office Products and Dominican University**

Dominican University and Garvey’s Office Products are pleased to introduce a partnership to support the office products needs of the University. After an extensive evaluation of several vendors by a committee of personnel representing various departments at DU, Garvey’s was chosen as our exclusive office products provider.

All orders are placed on-line at [www.getgarveys.com](http://www.getgarveys.com). To receive your personal log-on information, simply contact Dawn McAnaney, our Account Manager at Garvey’s. Dawn’s email is [dawnm@getgarveys.com](mailto:dawnm@getgarveys.com) and her direct phone number is 847-588-1696.

To set up your account, provide your email address, phone number and the accounting code for your department. Dawn is our service rep and can help you with anything you need, from ordering to locating unique items.

* **Pricing**-the university has secured pricing to include green and MWBE (minority and women owned business enterprises) office products. Please order contracted items as much as possible and contact Dawn if your item is not on the list.
* **Delivery**- as part of DU’s “green” initiatives, all orders are delivered on Thursday’s only. Please order by Wednesday at 4:00 for that week. Emergency shipments are accommodated; simply enter that request in the “order comments” box when you submit your order and Garvey’s will deliver your order on the next business day.
* **Billing procedures**- once your order is shipped, both you and Cedric Williams, Accountant, Business Office ([cwilliams2@dom.edu](mailto:cwilliams2@dom.edu)), will receive emails with the invoice. Please keep a copy of the invoice in your department for reference for two years; Garvey’s will invoice the university directly, and the Business Office will charge your department.
* **Returns**-simply log on, select the invoice that contains items to be returned and process the return. Take your return to Office Services (with a copy of the invoice) and it will be picked up by our Garvey’s driver on Thursdays. You will be issued a credit memo for returned items, please review and approve the credit memo and forward to Cedric as he will enter the credit against the initial invoice.
* **Exceptions**-feel free to purchase items from DU’s Stepan Bookstore. You should be given a department discount of 30%. If there are items which need to be purchased somewhere other than the bookstore or Garvey’s, please contact the Business Office for approval.

**About Garvey’s**

Garvey’s is a family owned independent office supply dealer that has been in business for over 85 years.. Their focus is to do what’s right for their client’s; they are committed to excellence in customer service and provide the very best in both pricing and service to their customers. They operate their own fleet of delivery trucks and their drivers are Garvey employees. Garvey’s is committed to supporting local initiatives, and have donated over 67,000 to local communities.