



FROM: SUSLA Office of Graphic Services
SUBJECT: VENDOR NOTICE: SUSLA Graphic Standards
CC: Dr. Rodney Ellis, Chancellor
Brandy Jacobsen, Chief Financial Officer
Stephanie Rogers, Chief Advancement Officer

Dear Vendor,

Southern University at Shreveport is pleased to partner with you for the purpose of outsourcing graphic services including, creative graphic design, social media campaign design services, printing and publishing services, and other services as needed/ordered.

Please be aware that all vendors for outsourced services must adhere to SUSLA's Branding Guidelines.

SUSLA GRAPHIC SERVICES STANDARDS. See guidelines at <http://www.susla.edu/graphic-services>

GRAPHIC SERVICES APPROVAL

All creative, graphic design, print and publication jobs must be approved by the Office of Graphic Services **prior to print**. P.O.'s for external production must be accompanied by a printed proof containing the approval of the SUSLA Office of Graphic Services prior to production.

Invoices will not be paid for jobs that do not have the prior approval as stated above.

SUBMISSION FOR APPROVAL:

For Graphics, Social Media Graphics and Print Material Proofs

Send to: Barbara Austin, Coordinator of Graphic Services at baustin@susla.edu

Please present proofs for review at least two weeks prior to date needed.

For Social Media Content Proofs

Send to marketing@susla.edu

Thank you for working with Southern University at Shreveport as we strive to achieve excellence through enhanced vendor relations.