

Brandeis University Print Services Exception Form

Project Name	
Project Manager	
Requestor	

Valid exception justifications are:

- Preferred printers do not have the capacity to complete project by deadline.
- Preferred printers do not have the capability to match specifications and complete project.

If you have questions regarding this form please contact the Office of Procurement at Procurement@brandeis.edu

Exception Request Details		
D. O. J.D. J.		
Preferred Printers		
Preferred Printers contacted.	Reason Printer could not comply.	
1.		
2.		
3.		
Alternate Printers		
Non-Preferred Printers who submitted estimates	Estimates attached Yes/No	
	Estimates attached Yes/No	
Non-Preferred Printers who submitted estimates	Estimates attached Yes/No	
Non-Preferred Printers who submitted estimates 1.	Estimates attached Yes/No	
Non-Preferred Printers who submitted estimates 1. 2. 3.	Estimates attached Yes/No	
Non-Preferred Printers who submitted estimates 1. 2. 3. Procurement Decision		
Non-Preferred Printers who submitted estimates 1. 2. 3. Procurement Decision	Estimates attached Yes/No referred Printer	
Non-Preferred Printers who submitted estimates 1. 2. 3. Procurement Decision		
Non-Preferred Printers who submitted estimates 1. 2. 3. Procurement Decision Preferred Printer Non-Preferred Printer		
Non-Preferred Printers who submitted estimates 1. 2. 3. Procurement Decision Preferred Printer Non-Preferred Printer		