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University business cards should be purchased from one of the following contract sources using the approved Business Card template located on the [Business Card Order Form](#) on the Forms Page of the Procurement Services webpage.

Contact information for the University contractors is as follows:

|                                  |               |                                 |
|----------------------------------|---------------|---------------------------------|
| VCE Customer Service             | 804-598-4251  | vcecustsrv@vadoc.virginia.gov   |
| Colley Ave Copies & Graphics Inc | 757-440-4000  | colleyavenuecopies@gmail.com    |
| Liskey & Sons Printing, Inc.     | 757-672-8712  | guy@liskeyprinting.com          |
| Professional Printing Center     | 757- 547-1990 | jburke@professionalprinting.com |
| Worth Higgins & Associates, Inc. | 804-565-3557  | mmcgee@whaprint.com             |

Virginia Correctional Enterprises (VCE) is the main source for business cards, printed stationary and envelopes. You may go to through the Procurement Services webpage when [ordering](#) or directly to the VCE website at <https://www.govce.net/>. When ordering through the VCE website, please remember that:

Orders must be issued using the University's Purchasing Card ("PCard"); end users will have to click the "Login" option at the top right of the page, then will be prompted to enter an email address and password. If you have not registered with the site before, please select "Register" at the bottom left of the popup login screen,

If ordering from a vendor other than VCE, submit the Business Card Order form to one of the above reference contract vendors. Payment can be made via PCard or PA01 form.



Department Name: