**UPDATING AGENCY CONTACTS**

In order to keep agencies informed and communication flowing between the agencies and the vendor we request agencies to let us know when there are changes in contacts or positons. We request that you provide the information below and send it to IDOA Printing and Mailing Services at: [Printmailservices@idoa.IN.gov](mailto:Printmailservices@idoa.IN.gov).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State of Indiana** |  |  |  |  |
| ***Print/Mail Services Agency Contact Sheet*** |  |  |  |  |
|  |  |  |  |  |
| **Agency Name:** |  |  |  |  |
| **Agency Business Unit:** |  |  |  |  |
| **Update Date:** |  |  |  |  |
|  |  |  |  |  |
| **State Contact Information:** | **First/Last Name** | **Phone #:** | **Cell #: (if applicable)** | **Email:** |
| Overall Key Contact/Program Lead |  |  |  |  |
| IT - Primary |  |  |  |  |
| IT - Secondary |  |  |  |  |
| Billing - Primary |  |  |  |  |
| Billing - Secondary |  |  |  |  |
| Print Operations - Primary |  |  |  |  |
| Print Operations - Secondary |  |  |  |  |
| Mail Operations - Primary |  |  |  |  |
| Mail Operations - Secondary |  |  |  |  |
| Scanning - Primary |  |  |  |  |
| Scanning - Secondary |  |  |  |  |
| Contract- Primary |  |  |  |  |
| Contract-Secondary |  |  |  |  |

*Overall Key Contact Expectations- Should act as the main point of contact for the agency. They are in charge of involving the appropriate people within the agency when an issue or project comes up. This person should be in charge of disseminating messages as appropriate to all applicable agency members. This person is to be copied on requests, especially beginning major projects and service changes.*

Contacts are added to our Print/Mail List Serv. Please email IDOA Printing and Mailing Services, [Printmailservices@idoa.IN.gov](mailto:Printmailservices@idoa.IN.gov), with an additional staff members that should be on the List Serv. When adding people please list name, job title, agency, email address, and purpose for being added. Please make sure to indicate in your email that you want to be added to the List Serv.