

## Request

I'm looking for the following information please.

1. Names, telephone number and email addresses of key contacts within the Local Authority for managing/organising and purchasing outsourced printed materials - booklets, leaflets, prospectus, magazines, brochures, flyers etc.
2. A description of the decision-making process for onboarding new print suppliers.
3. Company names of your preferred print and publication design suppliers you currently use for printing and design services.
4. Estimated annual spend on outsourced print (ball-park is fine)

## Response

- 1) 1.Lucy Downham  
[l.downham@wigan.gov.uk](mailto:l.downham@wigan.gov.uk)
- 2) Print is sourced internally through our internal print services – Document Solutions. All print requests will aim to be fulfilled in house.
- 3) Document Solutions
- 4) All print will aim to be fulfilled in house with an exemption of the Borough Life magazine. This goes through a procurement process based on a competitive tender process. The magazine print tender is valued at approx £24k.