

# PrintMailPro Contract Use Information

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The City of Round Rock has contracted with PrintMailPro through a competitive solicitation process, Contract No. R-2029-0731.

The City of Round Rock's PrintMailPro Account is tax-exempt for efficient, cost saving purchasing and visibility of direct spend. This item is a tax-exempt item.

Each user will be given access to the PrintMailPro Portal Link for login:

[www.printmailpro.com/rr](http://www.printmailpro.com/rr)

As you are added you will be sent an email with your log on information. This portal will be prepopulated with our designs so all you have to do is edit the name/phone/email and click to order.

This contract is approved for Pro Card use or with a Purchase order.

If you have any questions or issues using this account, please contact:

**Print Mail Pro Service Rep Contacts:**

Marisela Lopez Governale: [mlopez@printmailpro.com](mailto:mlopez@printmailpro.com) PH: 512-821-9000 ext. 1004

Alternate Rep: Liana Rivera [lrivera@printmailpro.com](mailto:lrivera@printmailpro.com) PH: 512-821-9000 ext. 1005

**City Contact:**

Amanda Crowell

Purchaser

Ofc: 512.218.5458

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