We look forward to providing you with a finished product in a timely fashion. Sufficient lead time is needed for the creative process and to manage the volume of project requests we receive daily. Production times vary depending on the nature and complexity of the project and the Marketing Department's workload.

Limiting proofs assists in managing staff time and reduces the introduction of errors. Therefore, a maximum of three proofs per design project will be allowed. Please review each proof carefully and ensure that all have approved the project prior to sending final approval to Marketing.

Consider the following guidelines when submitting your project request.

TYPE OF PROJECT	DESIGN TIME	PRINTING TIME
ARTWORK APPROVAL	2-3 DAYS	
E-FLYER/E-BOARD	1-2 WEEKS	1-2 WEEKS
POSTCARD	2 WEEKS	1 WEEK
PROGRAM	2-3 WEEKS	1-2 WEEKS
EXISTING PROJECT REVISION (NO MAJOR CHANGES TO TEXT/PHOTOS)	2 WEEKS	1-3 WEEKS
POSTER DESIGN	1-2 WEEKS	1-3 WEEKS
BROCHURE	3-4 WEEKS	1-3 WEEKS
INVITATION	1-2 WEEKS	1-2 WEEKS
BANNER	2-3 WEEKS	1-3 WEEKS (DEPENDING ON VENDOR)

As a general rule, please allow at least three weeks from start to finish; longer for more complex projects and those that require Marketing to provide copywriting, photography or artwork.

These production timelines assume final, approved text is submitted at the time of the project request, prompt review and proofreading by the client, as well as final approval in one or two days. A longer approval time will add to the production timeline. That time cannot be made up by the designer or printer.

During peak months (August-December), additional time may be needed to complete projects. Conversely, Marketing may be able to accommodate requests with shorter production times during slower periods.

Thank You!