Service Times for Communications Requests

Jeff Clark - 2023-01-17 - COMMUNICATIONS

Communications Office – Service Times

Please review the Communications Office Checklist before inputting work to ensure all aspects of projects are being considered.

Service	Timeline for Completion
Logo Review	3-4 business days
Brochures	6 weeks to design and print
Editing	Turnaround time depends on request
Flyers	4 weeks to design and print
Event Program	5 weeks to design and print
Invitations	12 weeks from event
Posters (events/lectures/marketing)	4 weeks to design and print
Save-the-Dates	14 weeks from event to design and print
Custom Envelopes	3 weeks to design and print
Custom Business Cards	3 weeks to design and print