



## 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.

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