

Turnaround Times

Note: “Day” means “working day”. To count as one working day, material must be received in the Graphics and Printing department before noon. We will continue to provide the fastest service possible, and often you will receive your finished job before the full turnaround time has elapsed. However, during busy times we will need every bit of the time allotted to us, so don’t count on a shorter turnaround time than the ones recommended below. Just be pleasantly surprised if you get your job sooner.

- **1 - to 3-day turnaround**

Print-ready newsletters, programs, worksheets, envelopes, etc. requiring no hand bindery services.

- **5-day turnaround**

Typeset music programs.

Typeset one to eight page newsletters with 10 or fewer photos.

Pads.

- **10-day turnaround**

Typeset newsletters over eight pages or with over 10 photos.

Major projects requiring typesetting, including handbooks, calendars, etc.

Forms requiring multiple-sheet NCR paper, available in 2 to 5 parts.

In all cases, the turnaround times stated above assume timely proofreading by someone in your building or department. If there is a delay in proofing, your job will be delayed. When estimating turnaround time, remember to take into account the mail delivery schedule and the time the mail truck arrives at your building. If you choose to pick up your job in person at Graphics and Printing, be sure to note this on the job ticket and include a phone number where you can be contacted when your job is ready.

Our policy is **“If we can do it, we will!”** Don’t discount us if you have an urgent job that comes up. Always call and we will do our best to work out a solution.

We are here to help!