

## Creative Services Design Turnaround Time

Here is a list of production turnaround times for standard printed pieces based upon receipt of final, approved copy. Please note that time frames do not include time to develop or write copy.

	<b>Initial Proof</b>	<b>Revisions and Production</b>	<b>Printing*</b>	<b>Total</b>
Courtesy/Research Ad	2-3 days	1-2 days	N/A	3-5 days
Invitation (templated)	2-3 days	1-2 days	1 week	8-10 days
Letter	2-3 days	1-2 days	1 week	8-10 days
Fact Card	3-5 days	2-3 days	1 week	10-13 days
Flyers	3-5 days	2-3 days	1 week	10-13 days
Folder	3-5 days	2-3 days	2 weeks	15-18 days
Postcard	3-5 days	2-3 days	1-2 weeks	10-18 days
Poster/Placard	3-5 days	2-3 days	1 weeks	10-13 days
Invitation (custom design)	8-10 days	2-3 days	1-2 weeks	15-23 days
Newsletter (2-4 pages)	5-7 days	2-3 days	1-2 weeks	12-20 days
Trifold Brochure	5-7 days	2-3 days	1-2 weeks	12-20 days
Booklet (8+ pages)	8-10 days	3-4 days	1-2 weeks	16-24 days
Newsletter (8+ pages)	8-10 days	3-4 days	1-2 weeks	16-24 days

*\*Turnaround is for traditional, offset printing. For jobs that can be printed digitally, printing turnaround time is 2-3 days.*