

General Print Scheduling Guidelines

Note: the definition of "day" is a FULL, 8-HOUR week day.

JOB TYPE	DESIGN TIME	PRINT & BINDERY	TOTAL TIME
STATIONARY, Standard Boise State University			
Business Cards	2 days	3 days	5 days
Letterhead	2 days	3 days	5 days
Envelopes	2 days	7 days	10 days
BROCHURES			
• One color ink, 2-sides, more than 1,000 copies (if less than 1000 copies★)			
<i>Designed from scratch, some scanning, proofing required</i>	5 days	5 days	10 days
<i>Output from customer's file or reprint with changes plus proof</i>	3 days	5 days	8 days
• Two to three ink colors, 2-sides, less than 1,000 copies			
<i>Designed from scratch, some scanning, proofing required</i>	5 days	5 days	10 days
<i>Output from customer's file or reprint with changes plus proof</i>	3 days	5 days	8 days
• Two to three ink colors, 2-sides, more than 1,000 copies			
<i>Designed from scratch, some scanning, proofing required</i>	5 days	7 days	12 days
<i>Output from customer's file or reprint with changes plus proof</i>	3 days	7 days	10 days
FORMS			
• One color ink, 1–2 pages, more than 1000 copies (if less than 1000 copies★)			
<i>Designed from scratch, proofing required</i>	4 days	3 days	7 days
<i>Output from customer's file or reprint with changes plus proof</i>	2 days	3 days	5 days
• Two to three ink colors, 1–2 pages, more than 1000 copies			
<i>Designed from scratch, proofing required</i>	4 days	5 days	11 days
<i>Output from customer's file or reprint with changes plus proof</i>	2 days	5 days	7 days
INVITATIONS, ANNOUNCEMENTS, CARDS, POSTCARDS, ETC.			
• One color ink, 2-sides, more than 1,000 copies (if less than 1000 copies★)			
<i>Designed from scratch, some scanning, proofing required</i>	4 days	3 days	7 days
<i>Output from customer's file or reprint with changes plus proof</i>	2 days	3 days	5 days
• Two to three ink colors, 2-sides, less than 1,000 copies			
<i>Designed from scratch, some scanning, proofing required</i>	5 days	5 days	10 days
<i>Output from customer's file or reprint with changes plus proof</i>	3 days	5 days	8 days
• Two to three ink colors, 2-sides, more than 1,000 copies			
<i>Designed from scratch, some scanning, proofing required</i>	5 days	7 days	12 days
<i>Output from customer's file or reprint with changes plus proof</i>	3 days	7 days	10 days
NEWSLETTERS, REPORTS			
• One color ink, 4 pages, 11 x 17, more than 1,000 copies (if less than 1000 copies★★)			
<i>Design, text formatting, some scanning, proofing required</i>	5 days	5 days	10 days
<i>Output from customer's file, proofing required</i>	3 days	5 days	8 days
• One to three ink colors, 8–24 pages, 11 x 17			
<i>Design, text formatting, some scanning, proofing required</i>	7 days	10 days	17 days
<i>Output from customer's file, proofing required</i>	5 days	10 days	15 days
BOOKLETS, GUIDES			
• One to three ink colors, 8–36 pages, 11 x 17 (if less than 1000 copies★★)			
<i>Simple text formatting, cover designed from scratch, some scanning, proofing</i>	7 days	10 days	17 days
POSTERS, FLYERS			
• One color ink, 1-side only, more than 1,000 copies (if less than 1000 copies★★)			
<i>Designed from scratch, some scanning, proofing required</i>	5 days	3 days	8 days
<i>Output from customer's file or reprint with changes plus proof</i>	3 days	3 days	6 days
• Two to three ink colors, full bleeds, tight registration, more than 1,000 copies			
<i>Designed from scratch, some scanning, proofing required</i>	5 days	7 days	12 days
<i>Output from customer's file or reprint with changes plus proof</i>	3 days	7 days	10 days

★ For 8.5 x 11 high speed duplicator jobs, allow ONE FULL DAY for printing time. If bindery is required, add another FULL DAY to time.
 ★★ For 11 x 17 high speed duplicator jobs, allow TWO FULL DAYS for printing time. If bindery is required, add another FULL DAY to time.
 Add 3 days onto design time for multi-color jobs and/or complex design work.