Manchester University

Required time for Marketing Requests

Service	Design time	Proofing/corrections	Printing	Total
Print design				
Single panel (posters, postcards, ads, banners, signs, etc.)	3-5 working days	1-2 working days*	In house 2-5 working days	6-12 working days
			Out of house 1-2 weeks	9-17 working days
Multi-page publications (programs, booklets, brochures, magazines)	1-3 working weeks	1-2 working days*	In house working 2-5 days	8-22 working days
			Out of house 1-2 weeks	11-27 working days
Electronic design				
Single web page	2-5 days	1-2 working days*		3-7 working days
Multi-page website	2-4 weeks	1-2 working days*		11-22 working days
E-newsletter	3-5 days	1-2 working days*		4-7 working days
E-mail	1-2 days	1-2 working days*		2-4 working days
Web ad/graphic	2-5 days	1-2 working days*		3-7 working days

Notes:

*Proofing/corrections time listed includes time in Marketing Office only. It does not include time customers have a project out to proof.

All times are estimated as working days (5 days/week).

Writing, photography and video creation adds additional time to any project and can be estimated per project.

There is no cost for design. If a print project requires using an out-of-house vendor, the Office of Marketing handles this entire process. When billed, the marketing assistant notifies the Business Office as to what account number the project should be charged.

All time estimates are based on typical orders in size and design style. Actual time may vary for non-typical projects. Rush orders will be accommodated as workload permits with no guaranteed deadlines.