



PRINT SCHEDULES AND TURNAROUND TIME

Although Reprographics will make every possible effort to accommodate any emergency deadline, there may be factors beyond our control that prevent us from meeting requested delivery dates. We strongly urge all of our clients to plan their printing and/or mailing projects with the aforementioned turnaround times in mind.

If we cannot meet your requirements in-house, our print buyers will work with you to contract the work to a commercial printer who can meet your needs utilizing the University's procurement policy.

TYPICAL TURNAROUND TIMES

Rush / Priority Services are available. The following are general guidelines to print production time frames, i.e., turnaround times, for work requests submitted to Reprographics:

COPIES

Same day service is available, depending on job size.

STATIONERY

- (NYU watermark bond) offset printed (letterhead, envelopes) allow five (5) to seven (7) business days.
- Embossed and/or engraved (letterhead, envelopes) allow fifteen (15) to twenty (20) business days.

BUSINESS CARDS

Offset, embossed or thermographic allow five (5) business days.

CARBONLESS (NCR) FORMS

Allow six (6) business days.

CONTINUOUS FAN-FOLDED (CFF) FORMS

Allow ten (10) business days.

COLOR BROCHURES/FLYERS, BOOKS, BOOKLETS & NEWSLETTERS

Allow seven (7) to ten (10) business days.

BOOKS, HARD COVER BOOKS

Allow fifteen (15) to twenty (20) business days.

FINISHING SERVICES

Binding, cutting/trimming, drilling/punching, folding, padding, perforating, scoring, stapling/stitching, etc. Add two (2) to three (3) business days to the typical turnaround times above as appropriate to your print project.

MAILING SERVICES

Addressing, inserting, labeling, ink-jet printing, CASS certification, bulk mailings, etc. Add three (3) to five (5) business days to the typical turnaround times above as appropriate to your print project.