

Print/Mail Turnaround Times

Type of Project	Qty.	Minimum Timing*
Booklets (OE, New Hire, etc./approx. 20-24 pg.) bulk-ship or deliver	up to 250	2 bus. days
	500	3 bus. days
	1000-2500	3-4 bus. days
	5000	5-6 bus. days
<i>Note: add to above - print and address 9x12 envelopes, insert booklets and mail</i>		<i>add 1-3 bus. days to above</i>
BeneService Cards**: print and bulk-ship or deliver	up to 500	24 hours
	1000	2 bus. days
	2500	3 bus. days
	5000	3-4 bus. Days
** this is special order paper stock. We typically keep approx. 1000 sheets on hand. Larger orders may require additional time to order stock.		
Postcard mailings:	up to 1000	2 bus. days
	2500	3 bus. days
	5000	4 bus. days

*** Timing is from receipt of print-ready pdf or approval of printed proof**

Printed proofs are highly recommended on orders of 500+ pcs. or order values over \$1000.00

Printed proofs are always available on any project regardless of size.