

## COMPUTER GRAPHICS & DESKTOP PUBLISHING

### Design & Layout Services

Posters • Forms • Brochures

Newsletters • Booklets • Programs  
Invitations • Pamphlets Certificates  
Graphs & Charts • Logos  
Scientific Illustrations & Diagrams  
Student & Faculty Photo Composites

### We also offer...

Trade Show Presentation Design &  
Printing  
Podium Wraps  
Outdoor Signage  
Office Door Signs  
Desk Name Placards  
Image & OCR Scanning  
Software Consultations  
Digital Photo Restoration

Hourly Rate for all Projects ..... \$35/hr  
1/2 hr min for all projects • 1 hr min for posters

Estimates Available Upon Request

### Posters

Express Poster (24 hour turnaround\*) ....\$40.00  
Poster must be ready to print and will be printed on semi-gloss photo paper up to 44" x 72" (material upgrades available).

\*Same day delivery is not guaranteed

A \$20 rush charge may be applied when requesting same day delivery.

Poster Sessions\* ..... \$100.00  
\*Average cost for 3' x 6' poster, poster sessions are charged at \$35 per hour plus materials.

### Office Materials

Business Card Setup .....\$17.50  
Letterhead Setup.....\$17.50  
Envelope Setup.....\$17.50  
Prescription Pad Setup.....\$17.50  
price break for multiple projects

## PHOTOGRAPHY

Hourly Rate for all Projects ..... \$35/hr  
1/2 hr min on all projects • 1 hr min for location photography

Studio Photography ..... Hourly  
Location Photography..... Hourly\*+Expenses  
\*round trip travel & photography time

Sitting Fee\*\* Studio Portrait.....\$8.00/person  
(Two Poses Only) Additional poses will be charged at hourly session rates  
Image Fee of \$1.50 with above

Passport and licensing photos ..... \$17.50  
(includes sitting fee, digital image file and 6-2x2"prints)

### Digital Photographic Prints

6 Passport Photo 2"x2" prints .....\$4.00  
1 5"x7" or smaller.....\$4.00  
4 3.5"x5" .....\$8.00  
9 Wallets 2"x3" .....\$8.00  
1 8"x10" .....\$8.00  
1 11"x14" - 11"x17" ..... \$25.00  
1 16"x20" and larger ..... \$

Scanning/Copy stand Photography....1/2 hr min

### Digital Files

Image Files..... \$1.50/ea + 1/2 hr min  
2x3", 600x900pixel, 300dpi tiff Emailed  
jpeg or different size will incur additional time charges

Archived Image Retrieval  
charged at hourly rate

Estimates Available Upon Request

Projects requiring two photographers  
will be charged time for both.

Image processing on all photos included  
in price.

## MATERIAL CHARGES

### Large Format Printing

36" Single Weight Paper .....\$5.00/linear ft  
44" Semi Gloss Photo Paper..... \$7.50/linear ft  
44" Lightweight Fabric ..... \$12.50/linear ft  
36" Lamination (up to 36" wide) . \$5.00/linear ft  
36" Polypropylene Banner..... \$10.00/linear ft  
36" Self Adhesive Poly ..... \$10.00/linear ft  
44" Self Adhesive Fabric..... \$12.50/linear ft

### Laser Prints

8.5"x11" ..... \$0.50/ea  
11"x17" ..... \$0.75/ea  
12"x18" .....\$1.00/ea

### Cardboard Poster Carriers

3" diameter x36" (standard)..... \$4.00/ea  
3" diameter x48" ..... \$5.00/ea

### Mount Material

Foam Core 32"x40" sheet ..... \$15.00/ea  
Coroplast Sign Material (per square foot) .....  
\$1.00/ea  
Matte Board 32"x40" sheet.....\$12.00/ea

Plastic Telescopic Poster Carrier  
ideal for students and professionals

Purchase ..... \$25/ea  
3" diameter and expands from 28" to 49" in length.  
Adjustable shoulder strap and twist-on cap.

## TURNAROUND TIME

Larger more complex jobs will require more time and proper notice. Standard turnaround time for Computer Graphics & Desktop Publishing is 10 FULL WORKING DAYS. Standard turnaround time for Photography is 3 FULL WORKING DAYS.

Projects involving outside vendors will take extra time. Plan 1-2 weeks for "Poster Sessions".

Any work within 5 business day will be considered a "RUSH" JOB and ADDITIONAL CHARGES WILL BE INCURRED. If the production areas are running at capacity, "RUSH" service may not be possible.

## HIPAA COMPLIANCE

For patient and specimen photography, an authorization for use and disclosure of protected health information for medical purposes, FORM #1023, must be properly completed and submitted to Medical Communications PRIOR TO THE PHOTOGRAPHY of patient images. If patient images are to be used in any printed publication, client must certify that images are HIPAA compliant.

## COPYRIGHT & TRADEMARK

The Division of Medical Communications may refuse a copying or other reprographic order if it violates the US CODE, TITLE 17: COPYRIGHT RESTRICTION or violates the guidelines for educational or "Fair Use" provision.

## WORK REQUESTS

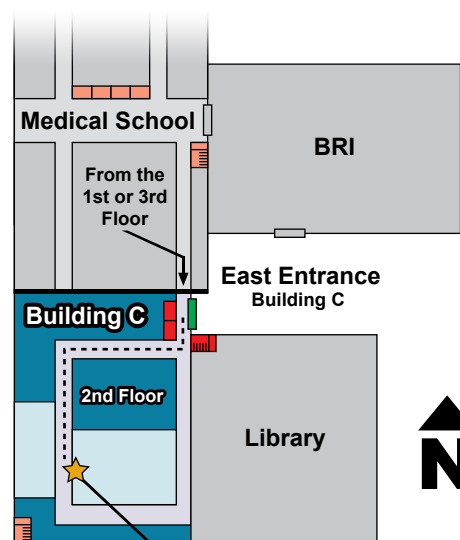
Our online work request form is available on this website.

NO JOB CAN BEGIN IN MEDICAL COMMUNICATIONS WITHOUT A WORK REQUEST BEING FILED BEFOREHAND.

## MEDICAL COMMUNICATIONS

is located on the 2nd floor of Building C in room C2-424

The 2ND FLOOR OF BUILDING C is not accessible from the Medical School. Please take Building C **ELEVATORS/STAIRS** via Medical School floor 1 or 3. **ELEVATORS/STAIRS** also accessible at the **EAST ENTRANCE** of Building C.



Medical Communications  
Service Window

MONDAY - FRIDAY  
8:00 AM - 4:30 PM

2018

Medical Communications  
Graphic Design