



Wood Center Graphics

Free Graphics for Student Organizations

One butcher paper banner up to 12' long (\$72 value)

Twenty-five 8.5" x 11" color or black and white fliers (\$18.75 value)

One 22" x 28" poster (\$14 value)

Student organizations only receive one free banner, regardless of size. Organizations may order a banner that is shorter than 12', but they may not split their 12' between two or more orders

Some substitutions may be made when redeeming your free graphics: For example, it is possible to substitute 18 legal sized fliers for your 25 letter sized fliers, as they are of the same value. Please call or stop by to discuss these options before ordering. Substitutions are made or not made at the discretion of the graphic designer.

Student organizations are still responsible for the design cost when ordering custom graphics which require design by the staff. However, organizations receive a discounted design rate of \$13/hr, as opposed to the departmental and external price of \$18/hr.

Wood Center Graphics charges an hourly rate of \$13 for folding or cutting brochures, cards, tickets, or other products.

Turnaround time for printing and designing is generally five business days (although it could be longer or shorter depending on your order.) We can not ensure that we can complete an order unless it is placed about a week before its' due date. Wood Center Graphics is not open on the weekends; please take this into account when ordering your graphics.

Work orders must be submitted with a due date. Orders with a due date will take priority over submissions without a due date or with a due date of "ASAP." Orders without a due date or with a due date of "ASAP," will be processed at the convenience of Wood Center Graphics Staff.

No order will be processed without the submission of a work order. If you need help submitting a work order, visit the LIVE office and speak with a Student Organizations Coordinator.

