Timeline for Copy2Print projects

Copy2Print has put together timelines for print projects.

Copy2Print prints projects in the order they receive them. Rush jobs do not go to the top of the list, so please use the suggested timelines below to plan ahead.

Posters, flyers, brochures, postcards (1st class mailing) 2-3 business days

Web2Print jobs 2-3 business days
  • Web2Print offers pre-printed 2-color university letterhead; #10 regular and window envelopes; various sized stationery 2-color envelopes in sizes A2, A6 and A7. Personalized department stationery must be printed off campus. Allow 5 days for production.

Large quantity print projects, bulk mailings, offset printing (working with outside vendors to complete printing projects) 10 business days
  • Estimates (2 business days)
  • Proofing approval (1-2 business days)
  • Going on vendor print production schedule (5-7 business days)

Copy2Print can only ask that a project be completed by a certain date, but cannot control production schedules of vendors.

When asked to obtain print estimates for printing off campus, it is very important to have all of the information given prior to asking for estimate. Information that should be included: Type of project, color, size, bleeds, type of paper, quantity, bindery requirements, how many will be mailed and include spreadsheet.

If you have questions about printing, please contact Copy2Print at 218.477.2098 or printing@mnstate.edu.