

# Ag Communications Work order Submission Policies

**\*Please Note\***

**Before submitting work orders to Ag Communications, Program Leader must review and approve your submissions.**

1. Submit the completed work order form, place materials to be printed inside the work order envelope and submit the envelope to the Office of the Associate Dean for Extension for approval and signature. Work orders submitted without the Associate Dean's signature will be rejected and returned for signature.
2. Once the job has been approved and signed by the Associate Dean the customers must hand deliver the work order to the Printshop.
3. The printer will enter the job into a printing log to begin the production process and ask any necessary questions.
4. If the job requires typesetting and graphics, it will be passed on to the graphic artist, who will be available to meet with the customer and discuss the job. The material(s) to be printed should be submitted electronically to gonzalezm@fvsu.edu. (An artwork approval form must be signed by the customer to begin the printing process.)
5. The turn-around production time for camera ready jobs is five working days. If more time is required, the printer will inform the customer and give a time estimate of the completion date.
6. Once the job has been completed, the Printshop staff member will contact the customer for pick up.

## Editing

All Extension documents must be proofread and approved by Ag Communications before distribution. This includes all materials produced in county offices that are distributed to our clients. Additionally, the CEP & SACS accreditation statement must be included on all documents.

## Graphics Production Timeline

### **Quick copies and layouts: (little or no layout needed):**

Submit five days – two weeks (depends on the quantity)

### **News releases and media coverage:**

Submit Four – six weeks in advance

### **When a job requires layout and design by graphic artist:**

Submit Two – four weeks in advance

### **Annual publications:**

Submit two months – six months in advance

**Vinyl signs:**

Submit two – four weeks in advance

**Displays:**

Submit two months in advance

**Services we provide****● Branding ● Marketing ● Advertising**

Quick copies, brochures, flyers, pamphlets, poster (11x17 – 18 x 24), exhibit displays, research posters, annual reports, newsletters, bookmarks, note cards, invitations, calendars and design work for professional printing.

For assistance with developing a marketing campaign, please contact the Agricultural Communications Department at 478.825.6345.