

# Printing Services Turnaround Times

Opening hours: 8.30 – 4.30 term-time 8.30 – 4.00 out of term-time

The date you require your job by should be based on the date requested plus the turnaround time.  
However, if we can do it faster, we will.

Standard Printing		
	Up To 1000	1000+
Black & White	1-2 days	3 days
Colour	1-2 days	3 days

Large Format Prints					
	1	2-5	6-10	11-30	31+
A1	Within 1 day	2 days	4 days	7 days	Please enquire
A2	Within 1 day	2 days	3 days	5 days	Please enquire

Business Cards		
	Single-Sided	Double-Sided
Up To 100	1 day	1-2 days
100 – 500	2 days	2-3 days

If your request requires finishing, please add the number of days below to the standard printing times.

Finishing			
Comb-Binding	1 – 10	11-50	51-100
	1 day	3 days	5 days
Laminating	1 – 30	31-50	Over 50
	Within 1 day	2 days	3 days

During busy periods we will let you know as this may add an extra 3 days to the turnaround time.