



Job types

- Regular jobs:** Posters, leaflets, flyers, business cards, etc.
- Larger jobs:** Brochures, exhibition boards, external marketing, magazines, oversized print, and bespoke design work.
- Urgent jobs:** Last-minute from Rectorate Team.

Deadlines

- Job type 1:** Please allow up to 10 working days for regular jobs.
- Job type 2:** Please allow longer for larger jobs. Staff are advised to contact the Design team as soon as they are aware of an upcoming job, to discuss requirements and deadlines. This is to ensure jobs can be accommodated alongside current workloads. Design may need to advise on a project delivery time plan, in order for the proposed final deadline to be met.
- Job type 3* (special circumstances):** Design will immediately inform Sue Kelly or Dr Penny Haughan to discuss Design List priorities.

