

P&D Standard Turnaround Times

Turnaround times are based on orders submitted prior to 2 pm (print-ready PDF or hard copy).

These estimates are guidelines only. Please contact your Customer Relationship Management Representative if other arrangements are necessary.

Under 5,000 black impressions	24 hours
5,000 to 19,000 black impressions	2 days
20,000 to 49,999 black impressions	3 days
50,000 or more black impressions	3+ days



Publishing & Distribution
DEPARTMENT OF ADMINISTRATIVE SERVICES

The number of pages multiplied by the quantity = impressions.

Standard turnaround times do not include bindery work. Most bindery work requires at least one additional day per function.

Standard turnaround times do not include mail time.

Color jobs and jobs that require special-order stocks will require additional production time.