

# Project Lead Times

Anything Chi Alpha prints or produces for our store, conferences, or office use has to go through the approval process. This cheat sheet will help you determine the lead time **in business days** (Monday through Friday, not counting days off) it will take for something to go through the approval, production, and if needed, mailing or warehousing process. These lead times may vary depending on the number projects the communications team has to process, the complexity, designer, and number of revisions.

## Print Items

BOOKLET



NEW 60  
REPRINT 30

FLAT CARD



NEW 40  
REPRINT 20

CARDS & INVITES  
FOR MAILING



NEW 45

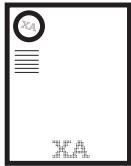
BROCHURE



NEW 45  
REPRINT 25

## For Office Use

LETTERHEAD



REPRINT 20

BUSINESS CARD



REPRINT 20

ENVELOPE



REPRINT 20

## Conferences

BANNER



NEW 30

BRAND/LOGO



NEW 30

PRODUCT



NEW 40

T - SHIRT



NEW 60