

GRAPHICS
& EDITING

Creativity

Visual and Written



www.undeerc.org/graphics

EERC GRAPHICS & EDITING services are available to all campus departments, staff, and students. Services include design, full-color printing, photo and poster mounting, large-format printing, illustration of every kind, banner stands, and professional photography. Your presentations, posters, newsletters, brochures, and proposals will reflect creativity and quality.

The EERC Graphics & Editing team has a goal to meet and surpass client expectations. Working closely with our clients, we create and design works that are successful, timely, professional, and on target with defined objectives.

WHAT WE DO

GRAPHICS

Design
Photography
Posters
Displays
Banner stands
Illustrations
Web graphics
Infographics
Branding
Logos
Brochures
Technical and marketing materials
Buttons

EDITING

Proposals
Reports
Software manuals
Documentaries
Journal articles
Presentations
Brochures
Resumes
Fiction and nonfiction works
Press releases
Development and writing of:

- Marketing materials
- Resumes
- Cover letters
- Job search and career enhancement materials
- Tag lines
- Brochures

PRINTING

Posters	Wide-format printing on vinyl, glossy, poly, canvas
Banner stands	Lamination
Brochures	Window cling printing
Postcards	Decal vinyl
Maps	
Banners	

PRICING

Wide-Format Plotter	\$8/running foot in widths of up to 60 inches
Color Copies	40¢/page, minimum charge \$40
Black and White	4¢/page, minimum charge \$40
Graphic Design/ Photography/Labor	\$80/hr
Banner Stand	Call for pricing

TEMPLATE BROCHURES

Prices do not include printing. You supply content; EERC Graphics fits it to your chosen template(s):

- Bifold – \$160
- One Page – \$120

HOURS AND LOCATION

Monday–Friday, 8 a.m. – 5 p.m.

15 North 23rd Street, Stop 9018

Use visitor parking in loop in front of building. Ask for Graphics at Front Desk.

FILES SUPPORTED

InDesign, Illustrator, Photoshop, Word, Excel, PowerPoint, pdf, eps, tiff, jpg, png

PAYMENT

Use of departmental funds requires approval by an authorized signer. A preauthorized form must be completed and turned in before a print job will be processed. Nondepartmental order payment by cash or check is accepted. Nondepartmental orders will be charged an additional 60%.

TIPS

BLEEDS/MARGINS

A “bleed” is when the printing goes off the edge of the paper rather than having a margin. Bleeds involve a Graphic designer printing the product on larger paper and trimming the edges to the finished size. Bleeds must extend at least ¼ inch beyond the cut line. The largest size paper EERC Graphics can print is 13 × 19 inches, which means the largest size that can be printed with bleeds is a 12 × 18-inch finished size. Margins should be at least ¼ inch from the edge of the paper unless you are printing bleeds.

PHOTOS AND GRAPHICS

Avoid using low-resolution photos; they do not print well. Do not include photos or logos copied from Web sites, unless they are high resolution (300 ppi for most photos).

COPYRIGHT

Use copyrighted information and/or graphics only if you have written permission or the quantity is within fair use guidelines.

DEADLINES

Provide a firm deadline with a date and time indicated. Allow a minimum 2-day turnaround.

ASK FOR HELP

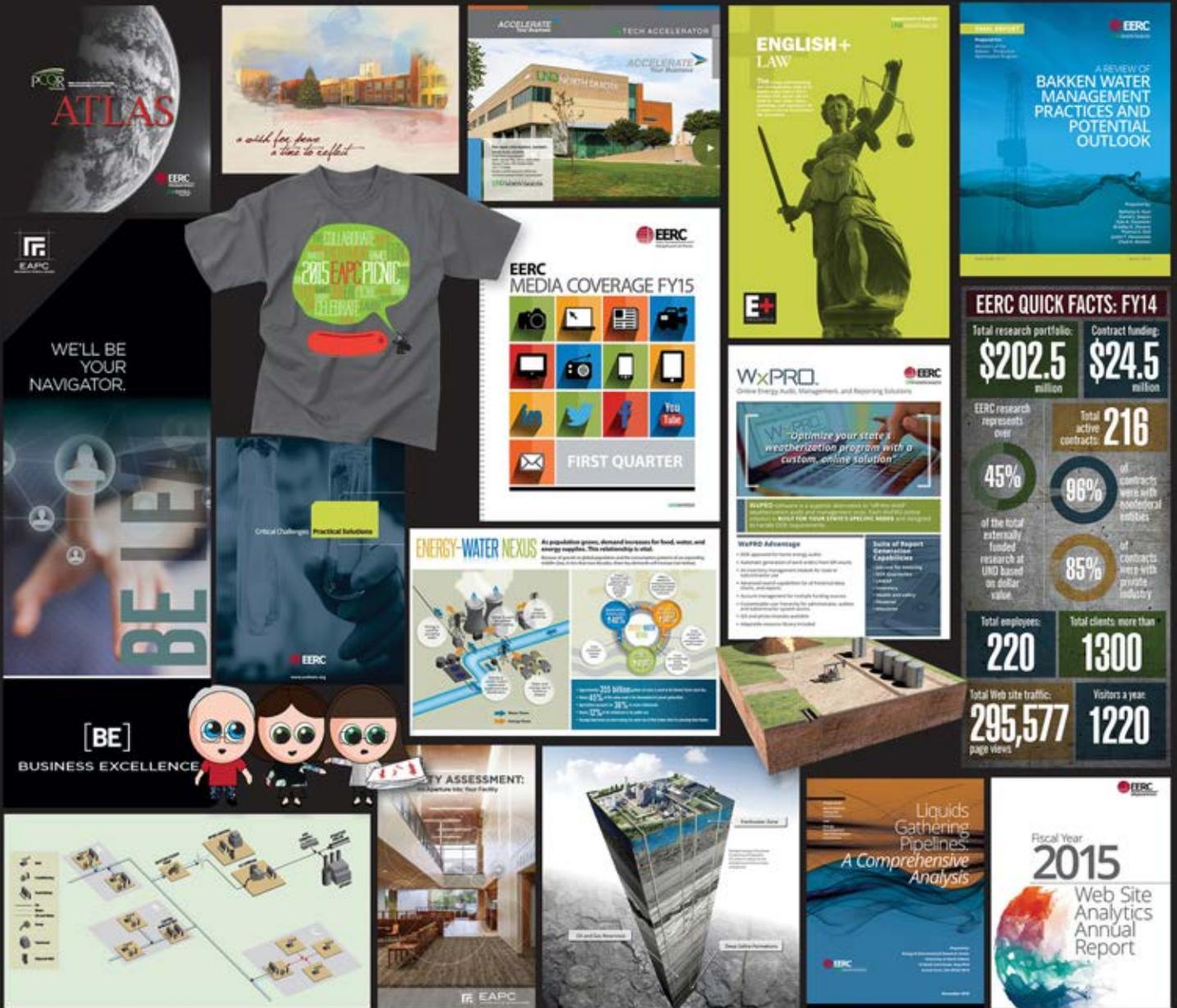
We are available to answer questions before you start on projects.

OUR WORK

PHOTOGRAPHY



DESIGN



www.undeerc.org/graphics

CONTACT

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 Manager, EERC Editing and Graphics

DISCLAIMER

EERC Graphics is not responsible for mistakes in spelling, punctuation, or errors "as submitted" or "as proofed." However, proofreading is available through EERC Editing for a fee.

If you submit a project for printing and your project is not print-ready, you will be contacted to discuss your options.

