

## Printing

HUD's Quick-Copy Center will ONLY produce core mission and federal event items.

All in-house printing/copying requirements must adhere to Title 44 specifications on quantity:

<http://hudatwork.hud.gov/HUD/admin/DigitalEnterpriseQuickCopyCenter/>

- Production will not begin without accurate page count (one sheet of paper = 2 pages) and quantity stated on HUD-20.
- Production times of less than four (4) hours must be approved by a Printing Branch Chief or Printing Specialist.
- **Duplex is default for all printing/copying.**
- Items should be designed in standard sizes, i.e. 8.5 x 11"; 5.5 x 8.5"; 8.5 x 14", etc.
- Designs with bleeds waste paper and are discouraged. No bleeds on quick-turnaround jobs (less than 2-day turnaround).
- Event Programs/Agendas limited to one (1) sheet of 8.5 x 11" or 11 x 17") and a cumulative quantity of 250 copies.
- No handouts or bookmarks for internal HUD events.
- Copy right laws are strictly followed.
- **Table Tents:** Names and information **MUST** be carefully proofed prior to submission and be submitted in Excel. Spelling and content responsibility of the customer.

### **Average *Minimum* Basic Scheduling for Graphics**

***All times dependent on current workload and customer responses.***

**Cross-media items may require additional design time if several versions are required.**

#### **New design:**

- **Poster:** Two (2) to four (4) work days from receipt of final content, depending on complexity and proof updates by customer.
  - Multi-board posters **MUST** be displayed no less than three (3) days prior to the event date.
- **Table Tent-cards:** Two (2) to three (3) work days from receipt of final content, depending on complexity and number of names.
- **Event Programs or booklets:** Three (3) to seven (7) work days from receipt of final revisions, depending on complexity and proof updates by customer.
- **Books:** Five (5) to 28 work days, depending on complexity and proof updates by customer.

#### **Updating an existing HUD Graphics design:**

- **Poster:** Three (3) to 24 hours, depending on complexity and proof updates by customer.
  - Multi-board posters **MUST** be displayed no less than three (3) days prior to the event date.
- **Event Programs or booklets:** Four (4) hours to two (2) work days, depending on complexity and proof updates by customer.

#### **Editing graphics provided from non-HUD Graphics sources:**

- Original/native high-resolution files preferred. Non-native or low-resolution files may need to be recreated. Low-resolution (small file-size) files will result in poor quality prints. PDF, PNG, TIF