

# GRAPHIC SUPPORT WORKSHOP

## PRICE LIST

### POSTERS

#### PAPER (220gsm)

A0	£20
A1	£17
A2	£14

#### FABRIC (225gsm)

A0	£40
A1	£30

#### PRINT+ FOAM BOARD (5mm)

A0	£50
A1	£40

### SMALL FORMAT

#### PAPER (100gsm)

A3	25p
A4	15p
A5	10p

#### CARD (250gsm)

A3	40p
A4	30p
A5	15p

### ROLLER BANNER

Roller Banner	£150
Extra Wide Roller Banner	£180

### ENCAPSULATION

A0	£13
A1	£10
A2	£8

### VINYL

#### HORIZONTAL BANNER WITH EYELETS

500gsm Anti-scuff vinyl (per 1m <sup>2</sup> )	£50
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#### SELF ADHESIVE VINYL PRINTS

'MacDot' self-adhesive vinyl (per 1m <sup>2</sup> )	£40
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### MISC

Cardboard poster tubes	£2.50
Certificates (textured)	£1
A4 gloss print	75p
Design rates (per hour)	£20

### LEAD TIMES

Lead time is the amount of time we need to print your poster/artwork.

**Single poster: 48 hours**

**A4/A5 booklets: 48 hours**

**Foamboard / Banner / Fabric : 5 days**

**Posters 5+: Please ask staff**

## GRAPHIC SUPPORT

### ADOBE CC TRAINING

Perhaps you'd rather design your own work but lack the skills and knowledge to do so? Book a one-to-one slot with us and complete one of our training booklets (with our support) to gain the knowledge you need to create professional design artwork. We currently have detailed training resources and instruction booklets in:

**ADOBE INDESIGN CC**  
**ADOBE PHOTOSHOP CC**  
**ADOBE ILLUSTRATOR CC**

### GROUP/CLASS TRAINING

If you'd like to book a session for 3 or more people please contact us to arrange a group session.

### GRAPHIC DESIGN SERVICES

Need a hand designing a poster? We offer our graphic design services to all staff and students. Common graphic design projects include:

<b>Posters</b>	<b>Postcards</b>
<b>Web graphics</b>	<b>Business cards</b>
<b>Fliers</b>	<b>Info-graphics</b>
<b>Brochures</b>	<b>Horizontal banners</b>
<b>Photo manipulation</b>	<b>Signage</b>
<b>Roller banners</b>	<b>Social media graphics</b>

We can design and support you in many other aspects of graphic design too so if you have an idea or a request which isn't listed please get in touch for an estimate.

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### OPENING TIMES

9:00am - 4:30pm  
*(closed 12:30pm-1:30pm)*

### GSW CONTACT

Tel: 0161 275 2545  
gsw@manchester.ac.uk

## PRINT SUBMISSION

**Please be advised that once your poster has been submitted for print it is unlikely we will be able to cancel it and you will be charged for it. Please be doubly sure your work is ready to print before submitting it to us.**

## GENERAL ADVICE

Please allow yourself plenty of time for printing. We operate on a first-come first-served basis and cannot always guarantee to meet your submission deadlines. Also, it is usually easier and quicker to email or call us in advance of visiting the workshop.

## PRINT QUEUE

Currently it's a 48 hour turnaround for posters (starting from the point of poster submission) but we will always try our best to print sooner. However since we operate on a first-come first-served basis this length of time can increase due to demand. Should we not be able to meet your deadline, we will advise where else you may be able to get your poster printed. Please ask a member of staff for details.

## FILE FORMATS

PDFs, JPEGs and TIFFs are the preferred file formats as they will ensure accuracy when printing. If you submit a different kind of file format, such as a PPTX, we cannot be held responsible for any inaccuracies that may appear in the final print.

## PAYMENT

We can accept credit/debit card payments and internal grant and project codes. Payments must be made after the artwork is printed with the exception of grant/project codes.