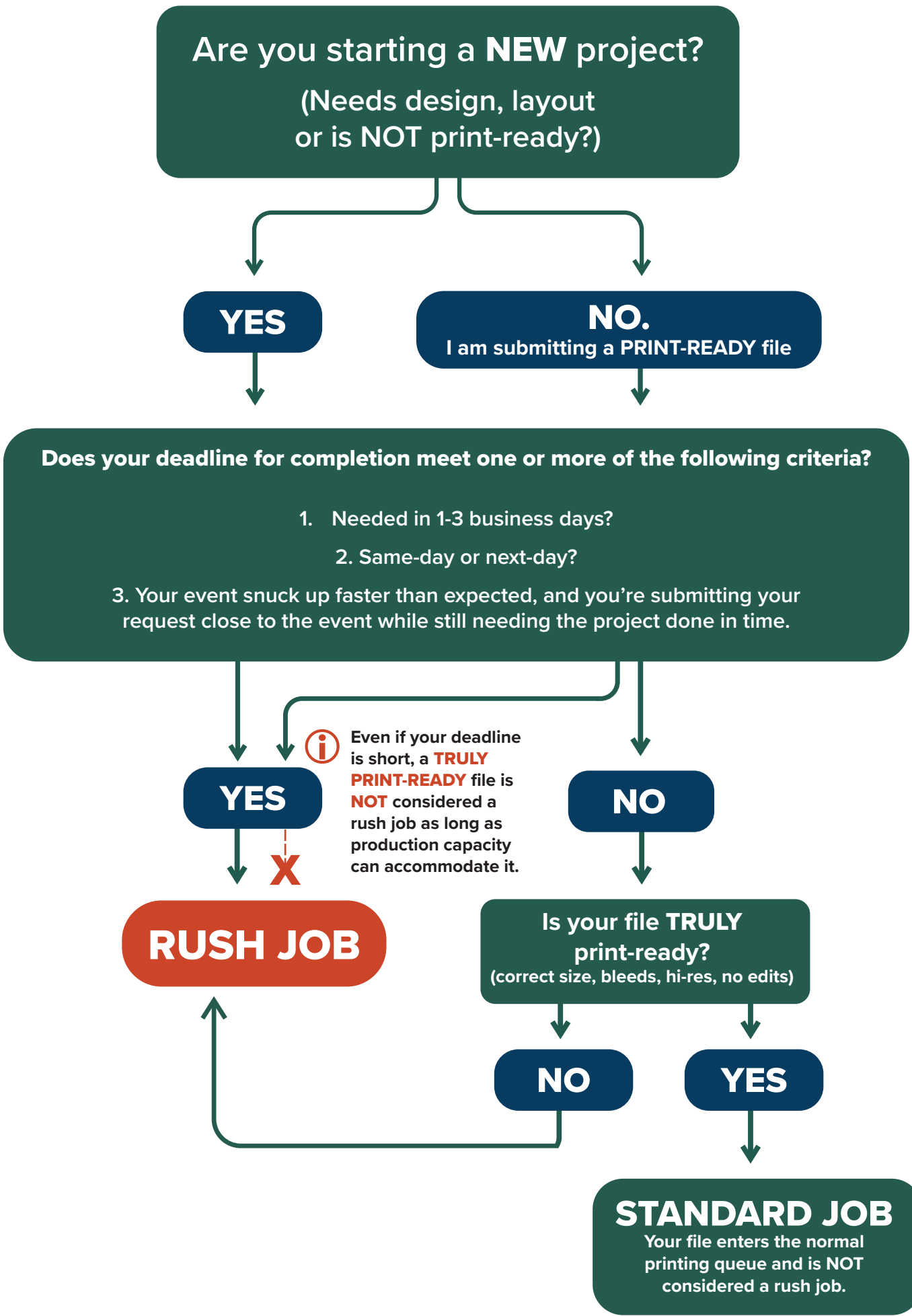


# Is My Job a Rush?



## OVERVIEW

- ✓ A print-ready file + short deadline is still **NOT a rush** (unless production capacity is maxed out)
- ✓ A new/non-print-ready project + short deadline **IS a rush**
- ✓ A print-ready file that still needs file prep **becomes a rush**
- ✓ Standard jobs follow their **normal queues**

## CONSIDERATIONS WHEN SUBMITTING A RUSH REQUEST

### Production Workflow

Rush jobs often require pulling designers off current work, rearranging already-scheduled designs, proofing and printing tasks.

### Complexity

Rush jobs that are considered complex such as larger pieces, multi-page layouts, specialty sizes, multi-step finishing, or vendor coordination can extend the timeline, especially under tight deadlines.

### Seasonal Volume

High-volume periods may impact the likelihood of a project being considered for rush accommodations.

### Proofing Time

All projects require at least one proof; Faster timelines reduce the window for edits, approvals, and revisions.



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