

Campus Graphics Policy

LMU Campus Digital Graphics is the exclusive reprographics, printing and duplication services vendor. Campus Digital Graphics provides economical and convenient solutions for offset printing, high-speed copying, digital color copying, large-format prints, binding and stationary printing. Campus Digital Graphics is also available to assist departments with the printing and implementation of the university's visual identity templates.

Many duplication orders can be completed in 24 hours or less. Print jobs that are accompanied by publication-ready images or artwork generally take three business days for completion. For all other orders, please contact Campus Digital Graphics for an estimate.

Please note that all services provided by Campus Digital Graphics are subject to Visual Identity Standards Policy maintained by Communications and Government Relations. For the purposes of this policy, highlighted guidelines and understandings are listed below:

- All advertising projects must be approved by Communications and Government Relations prior to contacting Campus Graphics and/or prior to any advertising placements, commitments or other obligations.
- ❖ All external publications are required to utilize a visual identity template (see http://www.lmu.edu/identity). Any customized templates, exceptions or other deviations from the established templates require approval from Communications and Government Relations prior to starting the design process.
- All print and/or design work not completed through Campus Digital Graphics requires prior approval from Communications and Government Relations to ensure the use of preferred vendors, adherence to the visual identity program and pre-negotiated rates approval.

Campus Digital Graphics provides staff for consultation and planning. All requests must be accompanied by an order form to ensure the accuracy of the job. To obtain assistance in completing the form, please contact Campus Graphics at 310.338.2730, cdgraphic@lmu.edu or www.lmu.edu/graphics.

Campus Digital Graphics accepts requisitions and flexi-dollars as forms of payment. Faculty, staff and students may also use Campus Digital Graphics for personal jobs.