



Fiscal Year-end Planning (June 2016)

As the end of the fiscal year or approaches, we wanted to provide notice to our customer base letting them know of some important dates for jobs due and billed by the end of FY16.

Graphic Design Services

If you have small design projects, they must be in the work queue by **June 1, 2016**. Please keep in mind that most graphic design work requires time for multiple rounds of proofs. This timeline also assumes that all materials are ready to process. For larger jobs, please plan to have those submitting in early May.

Commercial or Offset Printing

For larger print jobs and those requiring commercial level printing the deadline to get your jobs and will be on **Monday, June 6, 2016**. Typically, lead-times for this type of work are no less than 5 days but can be as much as 2 weeks (or longer) depending on the complexity and/or size of the job.

Copy Services

For larger quick copy type of work, please have those jobs submitted no later than **Monday, June 13, 2016**. For the smaller quick copy jobs, IDS will still be working on the typical 24 to 48 hour lead-time. If you have any work that must be billed for FY16, it is critical to communicate this information to the IDS Customer Service Team.

Scanning Services

For smaller scan jobs (1-20 boxes), please have those submitted by **Monday, May 16, 2016**. For larger scan jobs, submit no later than **Monday, May 2 (21+ boxes)**. Any scanning project that will require OT to complete by June 30, 2016 will be charged at a 1 1/2 times rate if they are received after May 2, 2016.

IDS will do our very best to ensure that all work that must be billed by the end of June 2016 is completed before the last working day of the month. If you have any work that must be billed for FY16, it is critical to communicate this information to the [IDS Customer Service Team](mailto:ids.customerservice@state.co.us) or the [Pueblo Team](#) for scanning projects.