

All times are subject to change due to workload or logistics	Normal Turnarounds	***Rush Service is same day (M-F) or within 24 hrs (M-Th) note that all rush fees are double normal fees
PRINTS -- 2X2 TO 11X14		
1 to 15	2 days	1 to 5 prints for rush service***
16 to 60	1 week	
61 to 150	2 weeks	
151 and above	call REMS	
FILM SCANS		
1 to 15	2 days*	1 to 8 images scanned and prepared for rush service***
16 to 60	1 week	*for films needing to be returned to patient : 1-10 full films can be scanned same day then prepared at a normal turnaround
61 to 120	2 weeks	
121 and above	call REMS	
SLIDES/FLATBED SCANS		
1 to 20	2 days	1 to 10 slides or images scanned and prepared for rush service***
21 to 60	1 week	
61 to 120	2 weeks	
121 and above	call REMS	
IMAGES PREPARED FOR PUBLICATION		
1 to 10	2 days	1 to 5 images prepared for rush service***
11 to 40	1 week	
40 to 100	2 weeks	
100 and above	call REMS	
PHOTOGRAPHY		
Clinical	Call in advance if possible*	*REMS will respond as quickly as possible
Passport/license	1 to 2 days after <i>clients approval of photograph</i>	
Events or groups*	1 week after <i>clients approval of images</i>	*Please call at least 2 to 3 weeks in advance of event if possible to assure availability of coverage
composites	1 week after <i>all photographs</i> are taken and approved	
LARGE FORMAT PRINTING -- 44 INCHES X 44 INCHES AND ABOVE		
<i>Printing only</i>		
1 to 5 posters	2 days	1-2 posters for rush service***
6 to 10 posters	4 days	
10 and above	1 to 2 weeks	
<i>Design and print</i>	2 to 3 weeks after all materials are received	call at least 5 weeks in advance to discuss
SIGNAGE -- 24 INCHES X 36 INCHES AND BELOW		
<i>Design, print, and laminate*</i>		Simple flyers can be rushed for a 3 day turnaround ***
1 to 20	2 to 3 weeks after all materials are received	*Less time needed for design and print only
20 and above**	3 to 4 weeks after all materials are received	**Some jobs may need to be sent to an outside vendor for printing
OTHER DESIGN PROJECTS		
Brochures, booklets	2 to 4 weeks after all materials are received*	*The more complex the project the longer the turnaround time. May exceed 4 weeks.
Illustrations	call well in advance of deadlines to discuss project*	
VIDEO EDITING		
20 minutes or less	1 week	Quantity of end product may add to turnaround times
21 to 40 minutes*	2 weeks	*Video exceeding 40 minutes please call to discuss project
Video and or Audio recording	see Video Editing above for end product turnarounds	call at least 2 weeks in advance of event to assure availability of coverage/ 48 hrs notice for urgent needs
AV EQUIPMENT LOANS- LCD PROJECTORS, LAPTOPS, PORTABLE SCREEN		
Please use form on REMS Website : http://www.mghrems.org/reservation_form.html		Send form at least 1 week in advance of event to assure availability of equipment. The farther in advance the better.