

Policies & Fees

Officially recognized student organizations or University departments can take advantage of the creative services offered through the Carolina Union Communications & Creative Services (CCS). Upon verification that the organization is registered, CCS can begin the creative process for: banners, brochures, booklets, posters, postcards, logos, buttons, ActiviTV ads, t-shirts, advertisements, and any other print or creative project available by the CCS team.

Terms and Conditions

All officially recognized student organizations and University departments who wish to enter into contract with CCS must agree to the following terms:

The terms of this agreement shall commence on the date set forth in a written agreement, and shall continue through the period specified on the Design Services Request Form. CCS and/or client may terminate this agreement at any time, for any reason, with or without cause, by giving client or CCS written notice of termination. Termination will be effective immediately. Client is responsible for paying CCS for all hours worked and for any other costs (printing or materials) up to the date of termination.

Time required for project completion will be discussed on a case-by-case basis. Most projects require at least two weeks from the request for CCS to the project completion date. If CCS deems that there is not sufficient time to complete a project by the desired date, they may decline to take the project or may require a \$25 rush fee in addition to any other design fees or production charges the project may require (see Fees).

Fees

Officially recognized student organizations and University departments who enter into contract per terms above with CCS will be subject to a design fee (assessed on a case-by-case basis) as well as fees for printing and materials. For a list of production charges and base design fees for typical projects, click the blue box above titled Fees.

Other applicable fees are as follows:

- Rush design fee (\$25), based on the amount of time between request date and project deadline as described above (Terms & Conditions)
- Cancellation fee, rate charged based on amount of design work completed up until the date of cancellation
- Multiple proof/quote request fee (\$25), fee applied after requesting 3 or more different proofs/quotes
- ActiviTV resizing fee (\$15)

All fees are assessed on a per-project basis and are subject to change.

Source URL: <https://carolinaunion.unc.edu/departments/communications-creative-services/policies-fees>