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**GRAPHIC DESIGN**


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Services	Downstate	External
Graphic Design	\$50.00 p/h	\$100 p/h
Design and Layout	\$50.00 p/h	\$100 p/h
<b>Print Services</b>		
Tabloid laser print proof	\$4.00 ea.	\$7.50 ea.
Letter size laser print	\$2.00 ea.	\$4.00 ea.
<b>Large Poster Printing</b>		
24x 30 Poster Board	\$60.00 ea.	\$70.00 ea.
Standard Glossy	\$25.00 p/ft.	\$30.00 p/ft.
Cloth Material	\$35.00 p/ft.	\$40.00 p/ft.
Adhesive Material	\$35.00 p/ft	\$40.00 p/ft.
<b>Foam Core Displaying Mounting</b>		
Production time	\$50.00 p/h	\$100.00 p/h
Foam Core Material 32x40	\$15.00 ea.	\$15.00 ea.
Mounting media	\$3.00 a linear foot	
<b>Typesetting</b>		
Certificates (name, date)	\$7.00	\$15.00
after for 1st cert	\$1.00	\$1.25
<b>Supplies</b>		
Foam Core	\$15.00 ea.	\$25.00 ea.
Mailing Tube	\$5.00 ea.	\$5.00 ea.

# PHOTOGRAPHY SERVICES

Service	Downstate	External
Photography Event Coverage	\$50.00 p/h	\$100 p/h
Dropbox Link to all high res. images	\$75.00 p/h	\$100 p/h

## Studio Portraits

(Min. Charge 1/2 hr. \$25.00)	\$50.00 ea.	\$100.50 ea.
Additional \$25.00 for Dropbox Link to all High Res. Images		
Single Department Group Shot (One Group - multiple poses)		
(Min. Charge 1/2 hr. \$25.00)	\$50.00 ea.	\$100.00 ea.
Additional \$25.00 for Dropbox Link to all High Res. Images		

## INSTANT PASSPORT PHOTOS

COLOR (4 PHOTOS )	\$8.00 ea.
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## COMPUTER GRAPHICS

Flatbed and Slide Scanning	\$7.00 per scan	\$10.00 per/sc.
Photoshop	\$50.00 p/h	\$90.00 p/h
(MIN. 1/2 HR \$25.00)		

## High Quality Digital Ink Jet Printing

5x7	\$5.00	\$6.00
8x10	\$8.00	\$9.00
8½x11	\$8.00	\$9.00
11x14	\$12.00	\$13.00
11.7x16.5	\$25.00	\$26.00
13x19	\$20.00	\$21.00
16x20	\$25.00	\$26.00
17x22	\$30.00	\$31.00

Additional prints (over 25) from same file 50% OFF

## FOAM CORE DISPLAY MOUNTING

Production time	\$50.00 p/h	\$100.00 p/h
Foam Core Material 32x40	\$15.00 ea.	\$15.00 ea.
Mounting media	\$3.00 per linear foot	

# VIDEO PRODUCTION SERVICES

Services	Downstate	External
<b>Video Rates</b>		
Production Planning/Consultation	N/C	\$90.00 p/h
1 Camera Remote Production	\$50.00 p/h	\$100.00 p/h
Location Fee	N/C	\$100.00 p/h
Studio Production 2 Camera	100.00 p/h	\$180.00 p/h
Editing /Post Production	\$50.00 p/h	\$100.00 p/h
Compressing video	\$8.00 p/h	\$10.00 p/h
<b>Streaming</b>		
Streaming Rate	\$50.00 per event	\$200.00 p/h

*\*There is an additional \$15 setup fee if conference is held outside Biomedical Communications Suite.*

*Certain tasks are categorized as “non-billable” as it contributes to the operations of the institution. Funding is based on State Budget allocations at the beginning of fiscal year*

*Examples of those tasks include but are not limited to:*

- Assisting with Zoom or Microsoft Teams setups*
- Ad Hoc SONY Teleconference Connections- PolyCom, Skype, Go To Meeting*
- Youtube and Vimeo ([Downstate TV](#), [Downstate Vimeo](#) )*

# WEBSITE PRODUCTION

Services	Downstate	External
Web site Production	N/C	\$90.00 p/h
Web Site Production Package	\$50.00 p/h	\$100.00 p/h
Site Updating	\$25.00 per 1/2 hour	N/A

*\*Site url must be www.downstate.edu/*

*\*As cited by Downstate Health Sciences University official website policy*

Database/ Acrobat Service	\$50.00 per event	N/A
Calendar /Database maintenance	\$10.00 per month or \$120 per year	N/A
FTP Service Client	\$15.00 per month or \$180 per year	N/A
Includes setup, training, and maintenance		

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*Examples of those tasks include but are not limited to:*

- Personnel Phone Directory Database updating*
- Maintenance of Digital Signage*
- Maintenance of Information Systems website*
- Remote Access for weather Emergency Updates*

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