

# MARKETING MENU

**DISCLAIMER:** All timeframes (from date of request to delivery of completed materials) are approximate and depend on our capacity for new projects; we advise that you reach out to us with any requests as soon as possible! Projects taken on by marketing must first be approved, including text being used and the purpose of the project. Marketing may take on additional projects not listed below- please contact us with any additional marketing needs you may have.

To submit a request to marketing for one of the below items, [please click here](#).

## Business Cards

**3 Days**

JTS business cards professionally printed with your name, number, and a QR code to take users to our website. When requesting, please include the above information.

## Flyer

**2 Days**

Custom 8.5x11 (printed in house on printer paper or cardstock) flyers for company event, community board, or other purpose.

## Tri-Fold

**1-2 Weeks**

Professionally printed tri-fold with custom contents. Fully branded with JTS's newest guidelines. Please send over all contents to be included in tri-fold.

## Graphic Design / Illustration

**1-3 Weeks**

We will design any graphic or illustration you may need for a project, whether that be an icon or something to be used for another document

## Document Creation

**2 Days**

Creation of a fully branded document to be used in an official capacity (ex. cut sheets, disciplinary forms, manuals, etc.).

## **Document Rebrand / Spruce Up**

**2 Days**

Let us make your document 'beautified'! Send over your old document(s) to be rebranded.

## **Social Media Post**

**1 Day**

Customized and fully branded social media post. Will have to be approved by marketing, and may be delayed in posting. The post request form can be [found here](#).

## **Graphic Design / Illustration**

**1-3 Weeks**

We will design any graphic or illustration you may need for a project, whether that be an icon or something to be used for another document

## **Website Updates / Changes**

**2 Weeks**

Changes or updates made to the JTS website. This includes pictures and/or text.

## **PowerPoint Creation / Edits**

**1 Week**

Changes, creations, re-wording, or "re-branding" can be done for any slideshow you or your team made need.

## **Photography**

**1 Week**

Professionally taken and fully edited photos, whether they are headshots, team photos, or in-action shots.

## **Merchandise Order**

**3+ Weeks**

Custom merchandise, designed, ordered and delivered to you. Must be following current brand guidelines and be approved by marketing.