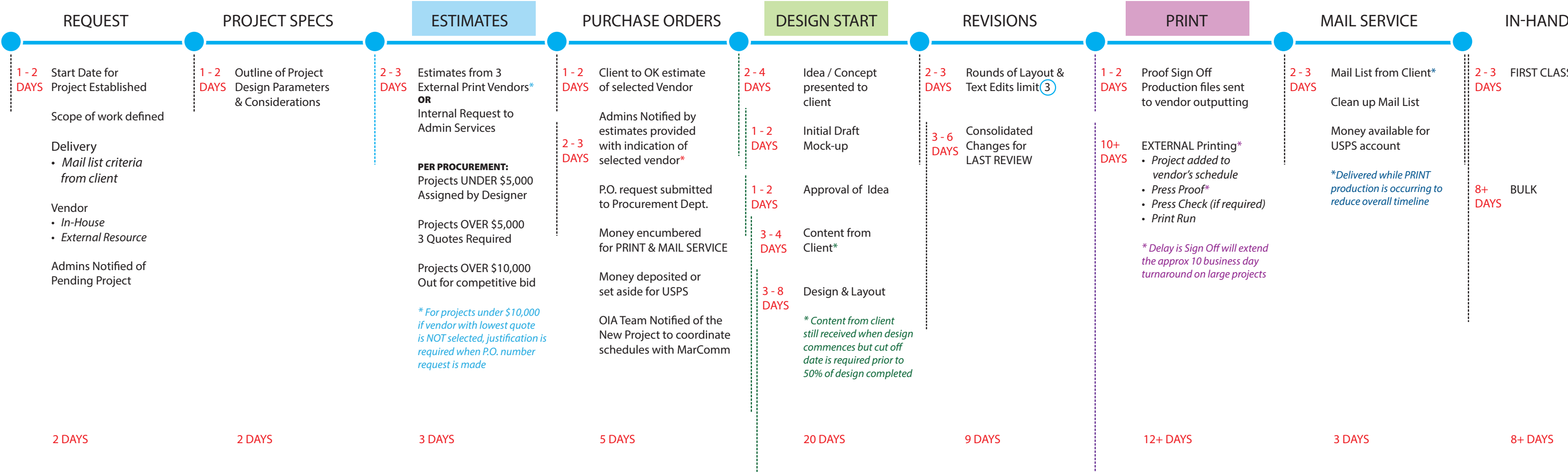


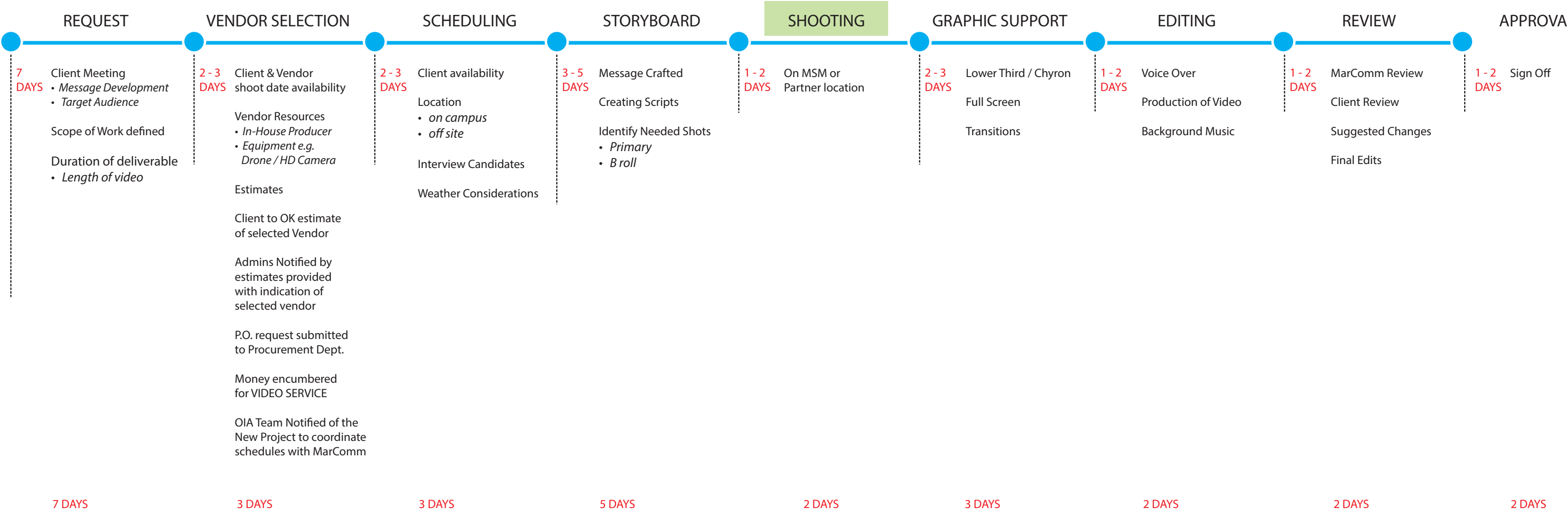
TIMELINE FOR PRINT PROJECTS*



*Approximate duration of time

5 DAYS	60 DAYS
INTERNAL Small Requests e.g. Postcards Flyers	EXTERNAL Large Jobs e.g. Annual Report MSM Magazine

TIMELINE FOR VIDEO PROJECTS*

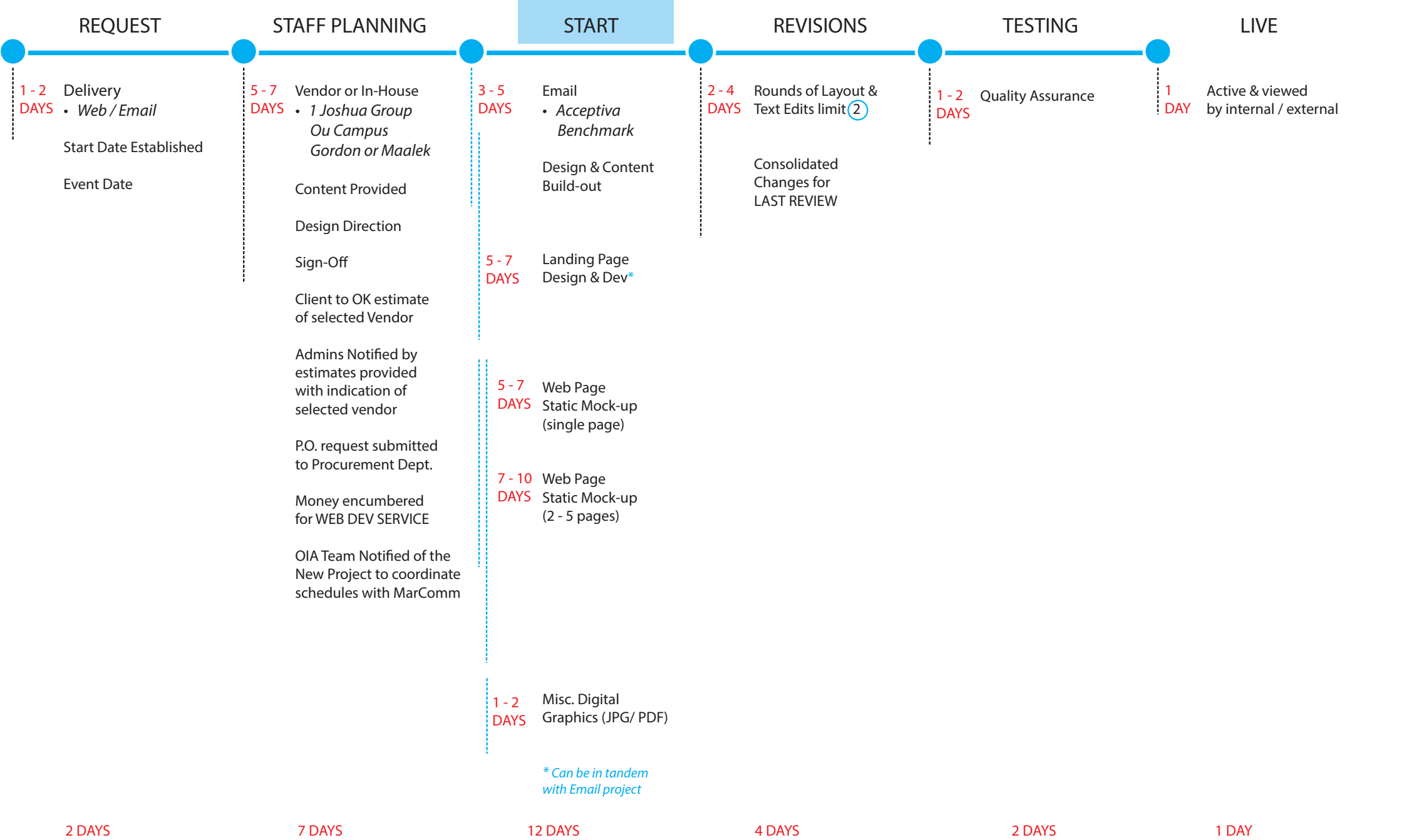


*Approximate duration of time

30 - 60 second video 3 - 5 minute video

28 DAYS

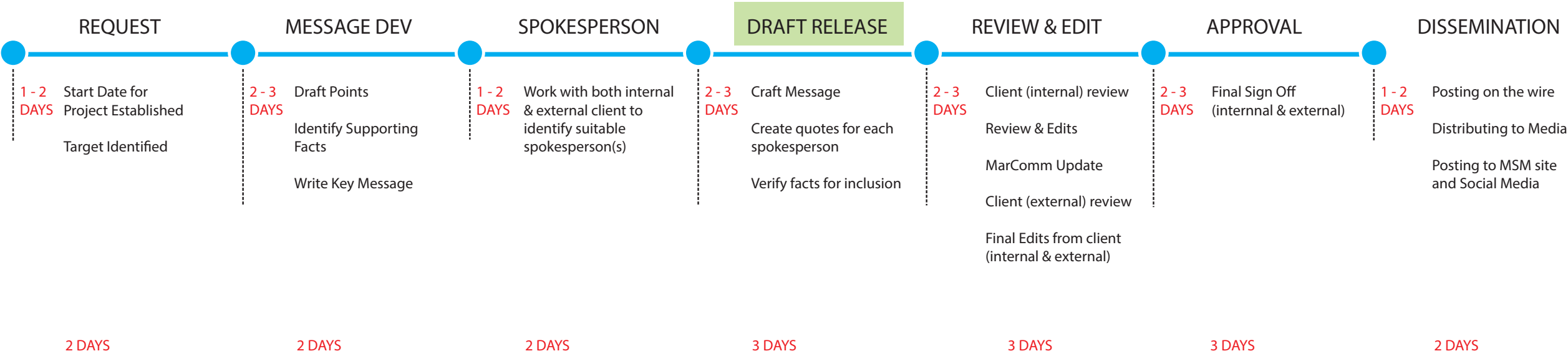
TIMELINE FOR WEB/ EMAIL PROJECTS*



*Approximate duration of time

2 DAYS	28 DAYS
INTERNAL	EXTERNAL
Small Requests e.g. Email Header Graphic	Large Jobs e.g. Website Build

TIMELINE FOR PRESS RELEASE REQUESTS*



*Approximate duration of time

17 DAYS

INTERNAL
All work conducted in-house