



Commerce Graphics

The NC Department of Commerce has a full-service, award-winning Graphics Team providing design and printing services to the department. Located on the fifth floor of the New Education Building, the team includes director Angela Marshall, designers Roberta Rose and Whitney Goulding and two design interns.

Services include designing and producing a variety of materials such as logos, annual reports, newsletter templates, banners, signs, brochures, websites, PowerPoint templates, table tents, certificates, publications, name badges, staff contact cards, trade show displays and other materials.

Service Request

To request graphics assistance or to set up a meeting to discuss your project, email GRAPHICS (graphics@nccommerce.com) or contact Angela (amarshall@nccommerce.com, 715.5230), Roberta (rrose@nccommerce.com, 715.7222) or Whitney (wgoulding@nccommerce.com, 715.5704).

We can discuss your project first, but we have a new policy requiring a signed graphics budget code approval form before we can begin work on your project. This form is located at http://intranet.nccommerce.com/forms/CSForms/CS_Request.pdf.

Cost

There is no charge for our layout and design services, resulting in a significant savings to your project as graphic design services typically run \$75-\$100/hour. See printing section below for information on production costs.

Time

In general, please allow several days for Graphics to complete a project, although emergencies or last-minute requests can usually be accommodated if needed. We will need a signed budget code approval sheet regardless. Please allow more time for large projects.

When you are aware of an upcoming event, please contact Graphics to put your event or project on the team's calendar and to reserve any banner stands, easels or trade show booths you might need.

Printing

In-house Production

If in-house printing is needed, you pay only for the cost of the materials used for your project. A print estimate can be provided before beginning a project. In-house production capabilities include:

- Printing on various paper stocks with full bleed up to 11 x 17 (generally quantities of 1,000 or less)
- Wide-format printing up to 5' wide and 100' long (signs, banners, and trade show booths)
- Laminating (small-scale and wide-format)

Outsourced Production

Graphics has established excellent working relationships with local printers on state contract (including Corrections Enterprises and the DPI print shop) and will gladly get quotes and arrange for printing for jobs that would be more economical to produce on an offset press (generally quantities of 1,000 or more).

Conferences & Events

Graphics has the ability to create coordinated materials for large events and conferences including items such as save-the-dates, invitations, name badges, table tents, banners, signs, agendas and conference booklets.

Additional Resources

Graphics has display materials available for checkout at no cost. These items include eco-friendly bamboo banner stands, tri-pod easels and trade show booths. The team can create re-usable custom graphics for each format.

