WGM

WGM Print Pricing Guide

Design and editing are included as support services to you. Beyond that, you are billed for the cost of materials. If you are interested in projects beyond the scope outlined below, send us an email at **communications@wgm.org.**

Prayer letters (printed and folded; first-class or bulk*)	$70/100 (two-sided)
Prayer letters (printed and folded; first-class or bulk*)	$38/100 (one-sided)
Envelopes	$0.41/envelope
Prayer cards** (with response cards attached)	$117/500
Response cards (printed separately)	$14/100
Prayer cards (without response cards attached)	$18/100
Business cards	$6/100
Bookmarks	$7/100
Magnets** (3 inches x 2.5 inches)	$270/500
Magnets** (4 inches x 6 inches)	$550/500
Thank-you cards** (two-sided, no fold, with envelopes, charged separately)	$14/100
Thank-you cards** (two-sided, folded, with envelopes, charged separately)	$21/100
Ministry Summary Package * ** (125 Ministry Summaries & 25 Annual Reports)	$110
Name tag	$7.50
Name plate (with holder)	$15
Connect cards	$13/100
Long-term, mid-term, and Who is WGM? handouts	$40/100
Passion cards	$20/100
Multiplication Initiative handouts	$20/100
General/Medical brochure booklets	Contact us for pricing
Multiplication Initiative FAQ booklets	Contact us for pricing

*   Bulk mailings also have additional costs, including postage and the printing of addresses by our outside vendor. These costs are determined by the size of your mailing. Please ask us if you have questions or concerns.

** These items have additional costs associated with services provided by our outside vendor for things we cannot do in-house. Please ask us if you have questions or concerns.

*** A ministry summary is a synopsis of your why and your ministry, and it describes the team you are building. If you are interested in a ministry summary, please contact your coach.

WGM

Production time for publicity materials

The turnaround time for a newsletter varies depending on the services requested for your materials.

Newsletters (edit, design, print, mail, bulk) 10–15 business days (depends on the post office's schedule)

Newsletters (print only, bulk) 1–3 weeks (depends on the post office's schedule)

Newsletters (edit, design, print, mail, first–class) 6–10 business days

Newsletters (print only, first–class) 2–5 business days

Prayer cards with attached response card 10–14 business days

Prayer cards without attached response card 7–9 business days

Response cards 7–9 business days
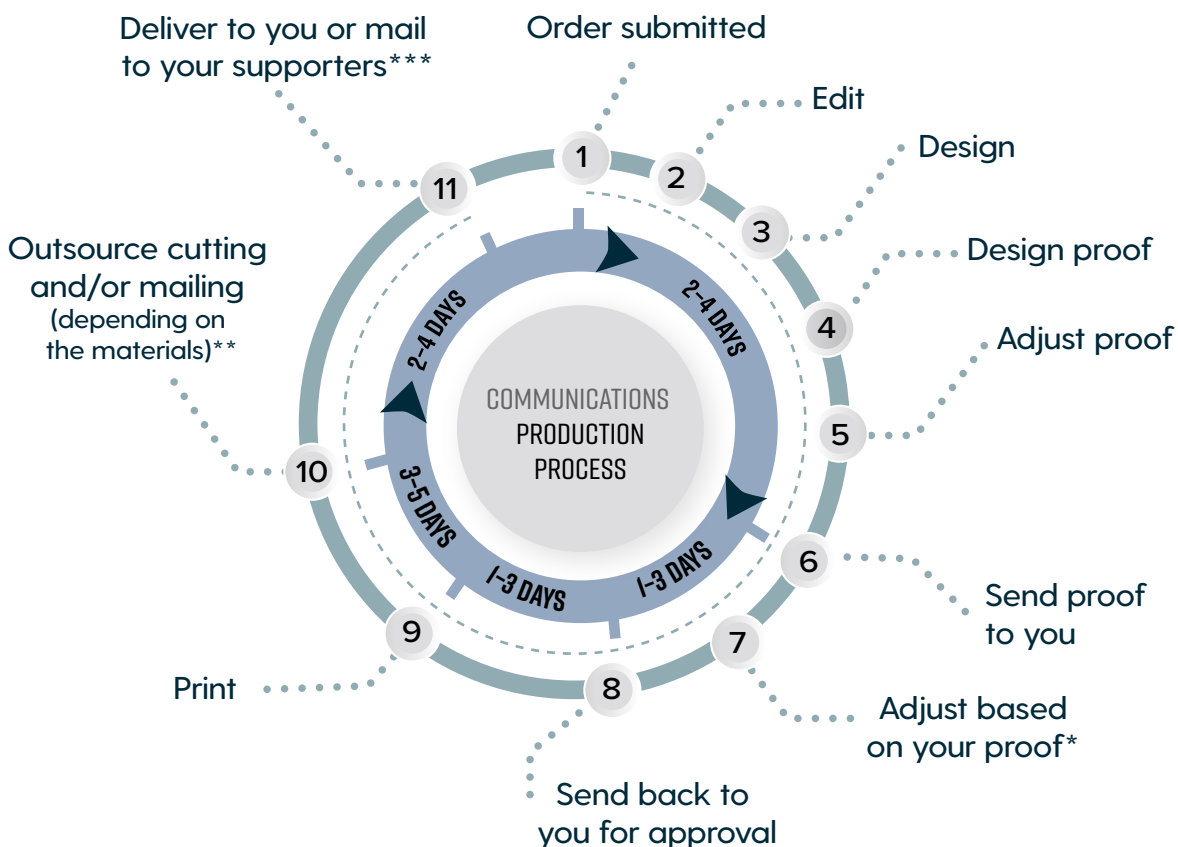
Business cards 5 business days

Bookmarks 7–9 business days

Thank–you cards (no fold) 7–9 business days

Thank–you cards (folded) 10–14 business days

Ministry Summary 10–14 business days

Magnets 13–17 business days

Deliver to you or mail to your supporters***

Order submitted

Edit

Design

Design proof

Adjust proof

Outsource cutting and/or mailing (depending on the materials)**

Send proof to you

Adjust based on your proof*

Print

Send back to you for approval

COMMUNICATIONS PRODUCTION PROCESS

2–4 DAYS

2–4 DAYS

3–5 DAYS

1–3 DAYS

1–3 DAYS

1 2 3 4 5 6 7 8 9 10 11

*Depending on your response time and the amount of changes requested, this may take shorter or longer.

**Depending on the type of materials you request, it might not be necessary to outsource cutting and mailing.

***If your newsletter is being mailed bulk, it can take 1–3 weeks for the post office to send your letters.

Production time for publicity materials

Print-only specifications

Newsletter
- Sizes: 8.5 inches x 11 inches or 8.5 inches x 14 inches
- File Type: PDF. Please note that we cannot use a Publisher file.
- Our printer cannot print edge-to-edge. Please leave at least an ⅛-inch border around the newsletter to ensure nothing is cut off when it is printed.
- Please make sure you have the current logo. If you're not sure, go to **www.wgm.org/logo** to compare and download if you need our updated logo.
- Export your file at the highest resolution possible. This will ensure your letter is printed at its best quality based on what you submit.

Prayer Card
- Custom designed prayer cards from an outside designer can add 2–4 weeks to the turn around time, due to possible printing issues resulting from files being incompatible with our software. We encourage the use of our templates if possible.
- If, however, you prefer to use an outside designer or design your own, below is what we need in order to produce your prayer card:

  - Size: 3.75 inches x 5.5 inches with crop marks and an ⅛-inch bleed all the way around the file
  - Type of file: PDF
  - Your file should be a few megabytes. If it is lower than that, print quality will be poor.
  - Separate files for the front and back
  - Please make sure you have the current logo. If you're not sure, go to **www.wgm.org/logo** to compare and download if you need our updated logo.
  - Please note that we can no longer ask for credit/debit card information on response cards.