

## **ADMINISTRATION**

### **NEWSPAPER SERVICES**

#### **Graphic Design Services**

Graphic Design Services are available if individuals or organizations if do not have artwork that meets the requirements of the LW Weekly news.

1. The fee for graphic design services is \$40 per hour; one hour minimum is required. Additional fees may apply for the purchasing of stock images.
2. The estimated design time will be provided at the start of the service.
3. Express Design (1-2 hours)
  - a. Simple layout and typesetting
  - b. Vector-based/high resolution graphics
4. Custom Design (3-4 hours)
  - a. Layout and typesetting
  - b. Simple photo editing (including cropping and color adjusting)
5. Custom Design (5-7 hours)
  - a. Layout and typesetting
  - b. Photo editing (including cropping, color adjusting and cloning)
  - c. Creating vector elements

#### **Policy**

Adopted: 28 May 19

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**