



OFFICE OF COMMUNICATIONS

Our Mission

It is our mission and passion to elevate and unify how we communicate. Please contact us with your projects and ideas! The services listed below are available to all Pastoral Center offices, diocesan parishes, Catholic schools, and other lay ministries within the Archdiocese of Portland.

Pricing

We offer many services free of charge. For some projects that require a high degree of time and effort, we offer 50% discount on a modest industry-based rate to insure affordable access to all our services.

Printing

Some projects can be printed in house, while others require an outside printer. We have access to several economical and high quality 3rd party printers, as well as limited in-house capacity—contact us to choose what print solution is right for your project.

CONTACT

info@archdpx.org

503-233-8373

SERVICES OFFERED AT NO CHARGE

- Promotional postcards
- Event and promotional flyers
- Web banners and social media post images
- Informational cards, simple brochures (2 sided)
- Archdiocesan business card updates
- Letterhead and standard office support documents
- Brand assistance (consultation and minor updates to logos, fonts, formatting, general guidance)
- General design assistance and consultation
- Simple document translations (English/Spanish)—up to 1 paragraph

PAID SERVICES

- Large format posters, banners, flags, signs, etc.
- Annual reports
- Web landing pages, web design
- Multi-page booklets and event programs
- Advertising (Catholic Sentinel, other public-facing)
- Branding (new logo discovery and creation, major updates or redesign of existing identity)
- Multi-item campaigns (posters + cards, + etc.)
- Brochures (multi-page booklets, special formats, etc.)
- Document and letter translations (English/Spanish)—more than 1 paragraph

CREATIVE SERVICES HOURLY RATE

\$100 / Hour @ 50% (automatic discount)

Minimum job charge: \$100

PRINTING SERVICES

In-House: \$25 setup and resource fee

Outsourced: Client responsible for print costs. File setup and ordering is free.