

Fill out white area below completely and return to
Director of Communications, 161 6th Avenue, 5th Floor

Job Description

Job Title: _____

Account	Fund	Organization	Program	Project
63109				

Billing for Printing

63120				
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Billing for Postage

Department Contact: _____ Ext: _____

Suggested Due Date: _____

Director Signature: _____

Director of Communications Signature: _____

Job Type

Components:

☐ Brochure ☐ Application ☐ Poster/Signage ☐ Mailing Envelope

☐ Invitation ☐ Response Card ☐ Postcard ☐ Return Envelope

☐ Other: _____

☐ Insert(s) Quantity: _____

Total Number of Components: _____

Total Quantity Printed: _____ Quantity Mailed: _____

Special Instructions: _____

Mailing

☐ No Mailing Required

Total Quantity Mailed Domestic: _____ International: _____

Postage: ☐ Bulk or ☐ First Class

Mail Method: ☐ Self Mailer or ☐ Envelope Size: _____

Addresses: ☐ Disk or ☐ Labels

Grey area is for Office of Communications use only.

Communications Information

Job Number: _____ P.O. Number: _____

Designer: _____ Number of Proofs: _____

Schedule

Proposed Schedule

W/O received / /

Text to Comm. / /

To Printer / /

Delivered/Mailed / /

Final Schedule

W/O received / /

Text to Comm. / /

To Printer / /

Delivered/Mailed / /

Cost

Communications

Illustration \$

Photography \$

Other \$

Total \$

Production

Pre-press \$

AA's \$

Printing \$

Fulfillment \$

Freight/Delivery \$

Other \$

Total \$

Mailing

Postage \$

Total \$

TOTAL \$