

Fill out white area below completely. Save PDF and email to david.niedenthal@nyu.edu. See sample work order on page two.

Gray area is for Office of Communications use only.

Job Description

Title of Job: _____

Account	Fund	Organization	Program	Project
63109				

Billing for Printing

Contact: _____ Ext: _____

Department: _____

Date of Event, if applicable: _____

Suggested Due Date: _____

Job Type

Components:

- Brochure
 Invitation
 Mailing Envelope
 Return Envelope
 Program
 E-Sign
 Poster/Signage
 E-Mail Banner
 Other: _____

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 must be provided electronically in an Excel file with fulfillment instructions in a Word document.

Communications Information

File Name(s): _____

Creative Director: _____ Designer: _____

P.O.: _____ Proofs: _____

Schedule

Proposed Schedule			Final Schedule		
W/O Received	/	/	W/O Received	/	/
Text to Comm.	/	/	Text to Comm.	/	/
To Printer	/	/	To Printer	/	/
Delivered/Mailed	/	/	Delivered/Mailed	/	/

Cost

Illustration	\$	
Photography	\$	
Design	\$	
Copy Editing	\$	
Other	\$	
Total	\$	

Production

Printing	\$	
AAs (proof changes)	\$	
Freight/Delivery	\$	
Other	\$	
Total	\$	

Mailing

Postage	\$	
Total	\$	

TOTAL \$