NYU LAW
New York University School of Law

Office of Communications Publications Work Order

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

Grey area is for Office of Communications use only.

Job Description

Job Title:

Account	*Fund*	*Organization*	*Program*	*Project*
63109				

Billing for Printing

63120				

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

Communications Information

Job Number: P.O. Number:

Designer: Number of 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

Communications

Illustration	$	
Photography	$	
Other	$	
Total	$	

Production

Pre-press	$	
AA's	$	
Printing	$	
Fulfillment	$	
Freight/Delivery	$	
Other	$	
Total	$	

Mailing

Postage	$	
Total	$	

TOTAL $

Date Revised: 02/25/02