

INPUT

PRODUCTION WORK ORDER

(Please fill out both sides)

Date In: 1/25/93

Date Needed: _____

Project Code: DEISP

Authorized By: _____

Submitted By: _____

WORK SPECIFICATIONS

Date of Presentation: _____

- 35mm Slides
- Foils
- Exhibits
- Questionnaire
- Letter
- Business Card
- Note Paper
- Newsletter
- Press Release
- Research Bulletin
- Form
- Brochure
- Cover Design
- Other _____

Number of pages submitted _____ Text

_____ Graphics

Special Instructions

Internal + 50 (to London)
only

NO MAILING

Renee will run int. labels

PRINTING SPECIFICATIONS

Quantity Slides _____

Quantity Foils _____

Quantity Hard Copy _____

Paper Color _____

RES BUL SHELL

Outside Printer

Photocopy

Single Sided

Double Sided

3-Hole Drill

Velobind Punch

Binding

Hardbound

Hot Strip

Binder

Saddle Stitch

Cover

Vinyl-Window

Vinyl-Solid

80# White

Preprinted

Fold 1/2 Fold 1/3 Fold

Staple Corner 2 on Side

Pad

Box

Shrink Wrap

MAILING SPECIFICATIONS

Envelope: No. 10 9" x 12" 10" x 13" Reply Envelopes Quantity _____

First Class First Class Presort

Bulk Address in Zip Code Order

Enclosures:

- Letter Press Release
- Brochure Research Bulletin
- Form Business Reply Envelope
- Newsletter Other _____
- Questionnaire

Send _____ copies by regular mail Fed X overnight Fed X econo

UPS 2 day UPS ground DHL

to:

Quantity	Distribution
_____	Initial Mailing
_____	CA Stock
_____	NJ
_____	DC
_____	London
_____	Paris
_____	Germany
_____	Japan
_____	Korea
_____	India
_____	Canada
<u>150</u>	TOTAL

INPUT

QUALITY CONTROL PROOFREADING SIGNOFF

DESCRIPTION: RESEARCH BULLETIN I-1

PROJECT CODE: DEERB

AUTHOR: E. Amanda Southern

DATE SENT/ INITIAL	PROOFED BY	DATE/ INITIAL
(Matt Elson	1/27/93 ME
C.N. 2/3/93		
C.N. 2/8	Matt Elson	
FINAL Q.C.	ok per fax of 2/10/93 from Amanda Southern	

Date to print: 2/11/93 Print QC date _____ By _____

Date to be shipped: _____ Date shipped _____

Fulfillment, PLEASE PRINT: labels letters packing slips

Mail List, PLEASE PRINT: mail list labels

envelopes No. 10 9" x 12" 10" x 13" Blank 1st class Bulk

Thank you

2/9
any time

Renee,

RESEARCH BULLETIN (I-1)

Code IEU-DSP
(DRB)

Need Quantity: INTERNAL + 50 London MKT.

To Print:

Date _____

To Be Shipped:

Date 2/12

Please print:

labels INTERNAL ONLY

letters

packing slips.

Thank you.

3
5
12

Code	Company	DRBRP-
ZINTERCOA	Z..INPUT, KK, Imai, Tetsuo	2 ✓
ZINTERCOB	Z..CALIFORNIA LIBRARY, Library,	1 ✓
ZINTERCOC	Z.. INPUT FRANCE, Field Salesperson,	20 ✓
ZINTERCOD	Z..INPUT NJ - LIBRARY & SALES, Rpt - Sal	23 ✓
ZINTERCOF	Z..CALIFORNIA INTERNAL, 1 rpt, Sales/Mkt	5 ✓
ZINTERCOG	Z..INPUT VIRGINIA, Lib. Rpt 1, Jean/Offi	4 ✓
ZINTERCOH	Z..LONDON, Stock (6), Libraries(4)	2 ✓
ZINTERCOL	Z..REGISTER OF COPYRIGHTS, Dep & Acq Div	2 ✓
ZINTERCOP	Z.., Smith, G. Chris	1
ZINTERCOQ	Z..CALIFORNIA INTERNAL, Jeris, Andrea	1
ZINTERCOW	Z..INPUT GERMANY, Solbach, Frank	1
ZINTERCOZ1	Z..CALIFORNIA CORPORATE, Parks, Judy	20 ✓
ZINTERCOZ2	Z..CALIFORNIA INTERNAL, CA Field Salespe	1
ZINTERCOZ3	Z..CALIFORNIA INTERNAL - PETER, Peter C.	1
ZINTERCOZ4	Z..CALIFORNIA INTERNAL, Johnson, Anne	1
		<u>85</u>

