

Fill out white area below completely. Save PDF and email to [cm3862@columbia.edu](mailto:cm3862@columbia.edu).

Gray area is for Office of Communications use only.

## Job Description

Title of Job: \_\_\_\_\_

Speedchart: \_\_\_\_\_

Speedchart Description: \_\_\_\_\_

Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Event, if applicable: \_\_\_\_\_

Suggested Due Date: \_\_\_\_\_

## Job Type

Components:

Brochure   
  Email banner   
  Email Communication   
  E-Sign  
 Invitation   
  Mailing Envelope   
  Poster/Signage   
  Program  
 Return Envelope   
 Website/webpage   
 Other: \_\_\_\_\_

Total Number of Components: \_\_\_\_\_

Total Quantity Printed: \_\_\_\_\_ Quantity Mailed: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

## Print Delivery No Delivery Required

Address for Delivery: \_\_\_\_\_

## 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): \_\_\_\_\_

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        | \$        |  |
| <b>Total</b> | <b>\$</b> |  |

## Production

|                     |           |  |
|---------------------|-----------|--|
| Printing            | \$        |  |
| AAs (proof changes) | \$        |  |
| Freight/Delivery    | \$        |  |
| Other               | \$        |  |
| <b>Total</b>        | <b>\$</b> |  |

## Mailing

|              |           |  |
|--------------|-----------|--|
| Postage      | \$        |  |
| <b>Total</b> | <b>\$</b> |  |

**TOTAL** \$

## **Additional Notes**