

WORK ORDER

DATE: January 26, 2012

DEADLINE: Mail Date: Jan 24

FROM: Karen

FINISHED: _____

PROJECT NAME: Flyer: Social Service Designee Training

COPYING Originals: _____ Copies: 447 + Staff (14) + Extra (10) = 471

Paper: White Color 60 lb. Peach Cover: _____

Size: 8.5x11 8.5x14 11x17 3-Hole Punched Yes No

Copied: 1 Sided 1 > 2 Sided 2 > 2 Sided Scanned Yes No

Stapled: Yes No Upper Left 2-Left Middle(Booklet) Other _____

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Special Instructions: (A sample is in your basket)

Return Originals to: _____ Return Copies to: MAIL

LABELS

STANDARD QUERIES

- 1A Members (NHCA/NALA Member Facilities), Pers Assoc, Student, Corp/Owners
- 1B NHCA Members (NHCA Member Facilities SNF,NF,ICF,ICF-MR), Pers Assoc, Student, Corp/Owners
- 1C NALA Members (NALA Member Facilities/Assisted Living beds), Pers Assoc, Student, Corp/Owners
- 1D Medicare Members (Member Facilities—Medicare Certified, Pers Assoc, Student, Corp/Owners

- 3C Newsletter –Articulator (LPNAN Members & select others)
- 3D Newsletter –INPUT OUTPUT (DONs at NHCA and NALA Member Facilities)
- 3E Newsletter –Keeping You Connected

- 4A Workshop1 (Mem & Non-mem Fac, Hosp, Pers Assoc, Student, Corp/Owner, Colleges, Bus Mem/request workshop, select others)
- 402 4A NF Only Workshop1 NHCA DB, Query: 4A-NFonly-MM-Workshop1
- 4B Workshop2 (Mem & Non-mem Fac, Pers Assoc, Student)
- 4B NF Only Workshop2
- 4D LPNAN Workshop
- 4E NHPCA Workshop

- 5A DistMtg NHCA (NHCA Member Facilities/SNF,NF,ICF,ICF-MR,SWING beds), Pers Assoc, Student, Corp/Owners
Circle District: Central Northeast Omaha Southeast Southwest Western
- 5B DistMtg NALA (NALA Member Facilities/Assisted Living beds), Pers Assoc, Student, Corp/Owners
Circle District: Central Northeast Omaha Southeast Southwest Western
- LPNAN Members
- 45 BAM Members VENDORS DB, Query: 2012BAM-BulkMail

CUSTOM QUERY

Custom Query Name: _____ (Choices on back)

MAILING Envelope Size: Letter Letter Window 6 x 9 9.5 x 12.5 Self

Enclosures: _____

Special Instructions: _____

Mail Specifics: 1st Class Presort Standard(Automated)

Pcs. per inch _____
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