

Sample Daily Agency Job Status

12/06/09

Welcome Back from
the weekend –
NOW GET TO WORK!

Notes: Tony out all day – Cable Photo Shoot
New Prospect H.A.M. Metals visiting at 2:00 p.m. – *Please tidy up a little!*
Keith very busy today – **LEAVE HIM ALONE!**
Judie on vacation until 12/12



Client	Job	Creative Due	Approval	Prod.	Approval	Outside Production	Final Due Date
R. Harring.	2414 Mkt. Proposal	12/11 with Karen					
Heyco	1227 Rev. Copper Alloy Guide	*****		1/4/10		2/11/10	2/24/10
	1652 Pfinodal Data Sheet	*****		12/9			
Hofmann	1932 Hi-Coat Brochure	*****					
	IDP 2481 Visions 1/2010 Issue	12/14					
Keystone	2455 Vision RE Ad Stat	*****					
	2482 2010 Planning	12/21 with Judie					
Lan. CDS	2211 Brochure	*****		12/29		1/29/10	
Liever Hym.	2467 Chart					12/14 with Judie	
Loomis	2355 Thermal Bond	*****					
	2356 Corp. Brochure	Keith to spec. photos					
Mercy Hospital	2274 Rehab Center Followup Ad	12/9 10:00 a.m.					
	2333 Healthcare Follow. Radio	12/9 10:00 a.m.					
Carlino	2440 Carlino Logo Proj.	*****				12/10	
GPU	2390 Revise Mech.					12/9	
	2419 Letting You Know Mast.	*****					
M&R	2484 2010 Prog. Safety List	with Judie					
	2225 Xmas Card	*****				12/9	12/14
Miners	1971 Annual Report Covers					Photo 12/14	
	2474 Website Redesign	*****				12/10	
MMN&S	2223 2009 Year-End Ad	*****					
	2315 2010 Campaign	with Dan					
Penn Title	2363 Penn Title	In creative for work					
Polyclinic	1749 Peds Brochure	*****		12/9 by 3:00 p.m.			
Quakertown H.	2448 Generic Asses. Mkt. Pro.	*****					
	2449 Mammography Ad Prog.	*****					
Stoudt's	2066 Bav. Brewfest Bro.	*****				12/28	1/6/10
	2384 This Mth. Beerfest Cov.	12/14					

* All dates indicate delivery by end of day unless otherwise noted.

Holiday Yummies! No-bake Fudge

1 stick of butter (melted); 1 cup of milk chocolate chips; 1 tsp. vanilla extract; 2 cups confectioners sugar.
Melt together butter and chocolate chips; let cool for 5 minutes. Add vanilla and sugar. Mix well and pour in a buttered, square baking dish. Smooth evenly in dish. Cover and refrigerate for 2 hours. Cut into squares with a plastic knife. Store in 'fridge in an airtight container.

DON'T FORGET THE COMPANY CHRISTMAS PARTY IS THURSDAY, DECEMBER 18!

BARLEY'S BREWPUB. See Trisha for details and directions. *Be There* (or be prepared to hear about it for weeks afterwards)!

Thought for the Day:

You never know how soon is too late.