

Please provide the following documents. They may be attached electronically to your application if you apply by email, or printed out if you mail your application.

1. Excel spreadsheet with representative data indicating length of time required to produce and frequency of similar tasks;
2. Word source document for mail merge action indicating length of time required to produce and frequency of similar tasks;
3. Publisher document (poster, insert, certificate) single page indicating length of time required to produce and frequency of similar tasks.