

Your Office Assistant

| Day | Date | InDzine | Avery | External |
|-------|----------|---|---|--|
| Mon | 24 March | | | |
| Tues | 25 March | | | |
| Wed | 26 March | Send artwork to OS | Sign-off OS Ad | |
| Thurs | 27 March | | | Artwork with OS |
| Fri | 28 March | | | |
| Mon | 31 March | | | |
| Tues | 1 April | | Request form copy to IND | Copy for request form from 3 rd party suppliers |
| Wed | 2 April | AM - Box artwork to Av | - PM Avery sign off box - TYFA copy to IND | |
| Thurs | 3 April | - Request form to Germany - Box to printers | | |
| Fri | 4 April | | Request form goes live. | |
| Mon | 7 April | TYFA design to AV | | OS Magazine distributed this week |
| Tues | 8 April | | | |
| Wed | 9 April | Leaflet for editorial | | |
| Thurs | 10 April | Karen holiday | TYFA sign-off | Karen holiday |
| Fri | 11 April | Karen holiday | Karen holiday | Karen holiday |
| Mon | 14 April | | | |
| Tues | 15 April | Email design to AV | Arrange box fulfilment | Box delivery |
| Wed | 16 April | | | |
| Thurs | 17 April | | | |
| Fri | 18 April | Good Friday | Good Friday | Good Friday |
| Mon | 21 April | Easter Monday | Easter Monday | Easter Monday |
| Tues | 22 April | | | TYFA print delivery |
| Wed | 23 April | | Sign-off newsletter design | |
| Thurs | 24 April | | | |
| Fri | 25 April | | | |
| Mon | 28 April | | | |
| Tues | 29 April | | | |
| Wed | 30 April | | | |
| Thurs | 1 May | | | |
| Fri | 2 May | IND finish functionality | | |
| Mon | 5 | Bank Holiday | Bank Holiday | Bank Holiday |
| Tues | 6 | | | TYFA circulation |
| Wed | 7 | | | |
| Thurs | 8 | All copy and images to IND for newsletter | | |
| Fri | 9 | | | |
| Mon | 12 | | | |
| Tues | 13 | Copy and images inserted | | |
| Wed | 14 | | | |
| Thurs | 15 | May Broadcast --- May Broadcast --- May Broadcast --- May Broadcast | | |
| Fri | 16 | | | |
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