



NEW JERSEY LAW LIBRARIANS ASSOCIATION

**FEBRUARY 2007**  
**BROWN BAG LUNCHEON**

**To pay or not to pay - that is the issue!**

In this Brown Bag we will discuss the nuances of paying library bills. Examples of tricky invoices and hidden challenges will be offered. Bring a copy of a billing issue that you have uncovered and solved, or one you are still dealing with. We'll talk about various ways to process invoices, keep packing slips, how long to keep copies or originals, and the best way to pay the Thomson monthly invoice. When is it too late to send back an unwanted item? Where is the invoice for it? Anyone interested in the library billing process is welcome!

Bring your own lunch. Drinks and dessert will be provided.

Date and Time: **Wednesday, February 7th at 12:00 noon**

**Newark --**

**McCarter & English**

Four Gateway Center - 100 Mulberry Street Newark, NJ

Contact: Lucy Rieger by Friday, February 2nd

Email: [Lucy@LibraryUpdate.com](mailto:Lucy@LibraryUpdate.com)

Directions: <http://www.mccarter.com/www2/showlocation.aspx?Show=1>

Date and Time: **Thursday, February 15th at 12:00 noon**

**Morristown --**

**Riker, Danzig**

One Speedwell Ave, Morristown, New Jersey

Contact: Anne Shulman by Tuesday, February 13th

Email: [ashulman@riker.com](mailto:ashulman@riker.com)

Directions: <http://www.riker.com/locations/index.php?id=1>