

Mailing Needs Request Form

Date:

Time:

Requested by:
Phone and Email:

Mailing Labels

Envelopes

Postage Needed

Date Needed

Other

Comments:

Please request envelopes / labels at least 1 week in advance. We will prepare envelopes / labels and add postage as needed. Please make arrangements for stuffing.

Assigned to:

Completed by
date/time: