

## JOB REQUEST FOR WORD PROCESSING/MAIL ORDERS

Date:	Word Processing Acct.#:	Postage Acct.									
Person /Office requesting job:											
Name of Job:											
Describe the group to be selected:											
Draft Date: Mailing Date:	Mailing Class:	Appx. # of Items:									
Type of Stationery:  DPU Letterhead _____ Other _____ Describe: _____	Type of Envelope:  DePauw #10 _____ Other _____ Describe: _____	Other: Postcard _____ Size/type _____ Pledge Card _____ Solicitation Code _____									
Process for Signature: Hand Signed _____ or Computer Generated _____											
<b>Provide a sample of the complete mailing for Standard Mail Presort or First Class Presort. This is needed for the weight and thickness of the piece to be mailed.</b>											
SPECIAL INSTRUCTIONS:											
If you have any questions, please contact: <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="padding-right: 10px;">Bonnie Majors</td> <td style="padding-right: 10px;">- x4897</td> <td><a href="mailto:bmajors@depauw.edu">bmajors@depauw.edu</a></td> </tr> <tr> <td>Dodie Collins</td> <td>- x4899</td> <td><a href="mailto:dcollins@depauw.edu">dcollins@depauw.edu</a></td> </tr> <tr> <td>Anne Birkemeier</td> <td>- x4898</td> <td><a href="mailto:abirkemeier@depauw.edu">abirkemeier@depauw.edu</a></td> </tr> </table>			Bonnie Majors	- x4897	<a href="mailto:bmajors@depauw.edu">bmajors@depauw.edu</a>	Dodie Collins	- x4899	<a href="mailto:dcollins@depauw.edu">dcollins@depauw.edu</a>	Anne Birkemeier	- x4898	<a href="mailto:abirkemeier@depauw.edu">abirkemeier@depauw.edu</a>
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