DATE ORDERED: ___________________ CLUB NAME/CLASS YEAR: ___________________

ORDERED BY: ___________________ VOLUNTEER POSITION: ___________________

TELEPHONE: ___________________ EMAIL: ___________________

SEND TO: ___________________

REASON FOR REQUEST: ___________________ NEED BY: ___________________

MAILING LABELS:

SORTED BY:

_____ CURRENT LAST NAME  _____ COLLEGE LAST NAME (REQUIRES ADDITIONAL LIST)

_____ ZIP CODE  _____ BIRTHDAY (REQUIRES ADDITIONAL LIST, SPECIFY QUARTER)

_____ OTHER (PLEASE SPECIFY)  __________________________________________

PLEASE INCLUDE:

_____ REGIONAL LABELS  _____ CURRENT STUDENT LABELS  _____ # OF SETS

PLEASE SEND BY:

_____ MS EXCEL - EMAIL  _____ MS WORD - EMAIL  _____ US MAIL

ADDITIONAL INFORMATION: ____________________________________________

LISTS:

SORTED BY:

_____ CURRENT LAST NAME  _____ COLLEGE LAST NAME

_____ ZIP CODE  _____ BIRTHDAY (SPECIFY QUARTER)

_____ OTHER (PLEASE SPECIFY)  __________________________________________

PLEASE SEND BY:

_____ MS EXCEL - EMAIL  _____ MS WORD - EMAIL  _____ US MAIL (WORD OF EXCEL)

ADDITIONAL INFORMATION (EX. ONLY NEEDS SPECIFIC INFORMATION):

________________________________________

DIRECTORIES:

PLEASE SEND BY:

_____ US MAIL (HARDCOPY)  _____ EMAIL (.PDF)  _____ EMAIL (DATA TEXT FILE)

ADDITIONAL INFORMATION (EX. ONLY NEEDS SPECIFIC INFORMATION):

________________________________________

FOR OFFICE USE ONLY:

_____ MH  _____ KL  _____ SL  _____ MG  _____ ST  _____ OT

DATE SENT: ___________________ VIA: ___________ INITIALS: ___________

ADDED TO TRACKING: ______  NOTES: __________________________________