

# Mailing Labels and Employees List Request Form

**Date:**

**Mail Stop:**

**Requested By:**

**Email:**

**Department:**

**Phone:**

**Do you want labels or an employees list?**

**Brief description of what classification of employees: (ex. all full-time faculty)**

**Description of what the labels or list will be used for:**

**What will appear on the labels or list?**

**Date you will need the labels or list by:**

**\*\*\* Please submit your request for mailing labels 24 to 48 hours prior to the date needed and return this completed form to Rosean Liimatainen, Human Resources.**