

KEENE STATE COLLEGE

Red Ball Express X2763 MS1000

Items can be emailed as attachments.

email:Outlook-redball @keene.edu

Name: _____

Department: _____

Mailstop: _____

Phone: _____

***FUND: _ _ _ _ _**
***ORGANIZATION: _ _ _ _ _**
***Fund/Organization required for processing!**

To be delivered by: ___/___/___/

Hold for pickup by: ___/___/___/

Material must be ready to copy.

Remove staples, sheet protectors, etc

Confidential Material: Yes ___ No ___

Copy Description: _____

Number of Pages: _____

Number of Copies: _____

Paper Color: _____

3 Hole Punch: _____

One Sided: _____

Two Sided: _____

Bifold: _____ Trifold: _____

Group: _____ Collate: _____

Staple: _____ (max-50 sheets)

Bind: _____ (max-425 sheets)

Card Stock Covers: _____ Color: _____

Clear Plastic Covers: _____

Special Instructions: _____

(Items below to be completed by Print/Mail Services)
Date received: ___/___/2003
Rec'd by: _____ Time: ___ am/pm
Date completed: ___/___/2003
Completed by: _____ Time: ___ am/pm
Machine: FA 661 _____ FL 408 _____

(Delivered to/picked up by)
Signature: _____
Date: ___/___/2003 Time: ___ am/pm

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