

Alachua County Public Schools
Materials To Be Mailed

Please complete form and send with any materials to be mailed from the Kirby-Smith mailroom.

School/Department/Grant Name:		Name, Title:	
Account Number to Charge:	Phone Number:	Type of mailing (check as applied)	
Special Instructions:		<input type="checkbox"/> Letters/Envelopes <input type="checkbox"/> Boxes (under 30lbs.) <input type="checkbox"/> Brown Envelopes <input type="checkbox"/> Certified/Return Rcpt <input type="checkbox"/> Other _____	

Form No.: ADM 718.003 New Date: 6/7/17 Materials To Be Mailed / ADM	Mail Room Use (if no account has been set up) Date: _____ No. of Pieces: _____ Amount of Postage: _____
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