



**REQUEST FOR NEW MAIL CENTER SLIP**

**DATE:** \_\_\_\_\_

**NEW SPEED TYPE NUMBER:** \_\_\_\_\_

**SPEED TYPE NAME:** \_\_\_\_\_

**DOES THIS NEW NUMBER REPLACE AN EXSISTING NUMBER?**  YES  NO

**EXSISTING NUMBER:** \_\_\_\_\_

**WILL THIS SPEEDTYPE EXPIRE?**  YES  NO

**EXPIRATION DATE:** \_\_\_\_\_

**CONTACT PERSON:**

**Name:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**RETURN TO THE MAILROOM VIA E-MAIL AT [mailroom@case.edu](mailto:mailroom@case.edu)**

-----DO NOT WRITE BELOW- FOR MAILROOM USE ONLY-----

**Number verified with procurement:** \_\_\_\_\_  
Name Date

**Entered into Meter:** \_\_\_\_\_ **By:** \_\_\_\_\_