



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

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

Number verified with procurement: _____

Name

Date

Entered into Meter: _____ **By:** _____