

JOB NO.
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Jobs:  Insert    Fold    Label    Burst    Trim   No. of pieces per envelope \_\_\_\_\_  
Return extras:    No    Yes   Return envelope:    No    Yes

(Please provide samples of the finished job.)

MAILING INSTRUCTION FORM  
Central Mail Services  
PO Box 110210  
Juneau Alaska 99811-0210

Need Information?    Call 465-6546  
Need Supplies?    Call 465-6546

To comply with the Private Express Statutes, all mail will be sent USPS 1st Class unless otherwise specified.

AGENCY	PO BOX NO. _____	DATE _____
CONTACT PERSON	PHONE NO. _____	
E-MAIL _____	FAX _____	

**NAME OF PROJECT:** \_\_\_\_\_

Notes / Special  
Instructions:

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