



# Complete Mailing Service

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WWW.COMPLETEMAIL.COM

## COMPUTER SERVICES INSTRUCTION SHEET

Bill To: \_\_\_\_\_

Contact: \_\_\_\_\_

Address \_\_\_\_\_

City, St Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Project Name: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Please complete the following

<b>Data Format</b>	<u>Diskette</u> <u>E-mail</u> <u>FTP</u> <u>Tape</u> Other: _____
Filename(s):	
Quantity:	
Keycode or Priority:	
<b>Services Requested</b>	<u>Labels</u> <u>InkJet</u> <u>Laser</u> <u>De-Dupe</u> Other: _____
Type or Description:	
<b>Reporting</b>	<u>Listing</u> <u>Tally/Subtotal</u> Other: _____
Sort Order or Criteria:	
<b>Special Instructions</b>	_____
Please detail	_____
your project	_____
needs here	_____
<b>Approved By</b>	<u>Signature</u> <u>Print Name</u> <u>Phone Number</u>
Required for Processing:	