Print Form

MAIL AND COPY DISTRIBUTION INSTRUCTION SHEET

Person Completing Form: Bruce Lefler

Date: Nov 1, 2012

Project/Item: (example: Dupont letter of 1/1/05)

Mangum Estates: LR property access request letter: 1812877564

Method of Mailing Original:

- ☐ Interoffice, Courier or Internal Distribution, as appropriate
- ☒ Regular US Mail
- ☐ Overnight Delivery (Service Used ***(circle one)***: Fed Ex; UPS; USPS; Other _____)
- ☐ 2nd Day (Service Used ***(circle one)***: Fed Ex; UPS: USPS; Other _____)
- ☐ Certified Mail
- ☐ Other _____

Distribution of Copies:

- ☐ Mail/distribute copy of letter to all cc's; there are not attachments
- ☐ Mail/distribute copy of letter to all cc's; with attachments
- ☐ Mail /distribute copy of letter; include attachments as indicated after recipient's name
- ☒ No copies to mail or distribute
- ☐ Provide file copy to requestor

CC Addresses:

Please put a stamp on the attached envelope.

Date Completed: _____

Completed by: SLBB_____ SH _____ DG _____ SL _____