



Kenosha County 4-H Work Request



Date: _____

From: _____

Club/Team: _____

Date Requested: _____

Date Completed: _____

By: _____

Please write instructions here:

TO:

Date:

Copying

From: _____
Date Needed: _____
of Copies: _____
Paper Color: _____
<input type="checkbox"/> Regular <input type="checkbox"/> Bright
<input type="checkbox"/> Card Stock
Copy Size: <input type="checkbox"/> Letter size <input type="checkbox"/> Legal
<input type="checkbox"/> 11 x 17 <input type="checkbox"/> Card Stock
Other: <input type="checkbox"/> Back-to-back <input type="checkbox"/> Collated
<input type="checkbox"/> Folded <input type="checkbox"/> Stapled
<input type="checkbox"/> 3-Hole Punch
Special Instructions:

TO:

Date:

Mailing

From: _____
Mail to: _____
<input type="checkbox"/> Do not fold
<input type="checkbox"/> Return a copy to me
Special Instructions:

-- Over for Post Card Information --

Request for Info to be sent to project members:

Date: _____

Person Requesting: _____

Team/Project area: _____

Date of Event: _____ Time: _____

Send to: _____

Post Card

Attached documents

Wording:

All requests require a minimum of two days for processing.

Thanks.