United Way Campaign Supplies Request

Date Order Submitted _____ **Date Supplies Needed** _____

Company Name _____

Company Account Number # _____ (completed by UW Representative)
Required

Employee Campaign Chair Name _____ Phone _____
Required

Fax _____ E-mail _____

United Way Representative _____

United Way Representative's Phone _____

Quantity	Code #	Item
FOR CAMPAIGN CHAIRS		
	09-CHR-1	Campaign Report Envelope
	09-CHR-2	Campaign Poster
	09-CHR-3	School District Reply Envelope
FOR ALL EMPLOYEES		
	09-EMP-1	2009 List of Agencies
	09-EMP-2	UWSEPA Donor Pledge Form
	09-EMP-5	School District Donor Envelope
SPECIAL DONOR PLEDGE FORMS		
	09-EMP-7	Generic UW Donor Pledge Form

This is your mailing label.
Please type or print clearly to assure correct delivery. Please confirm whether your company will accept UPS deliveries. If your company does not accept UPS deliveries please inform your UW Representative so other shipping arrangements can be made.

FROM: Nice Lines Direct Mail
1210 Stanbridge Street
Norristown, PA 19401-5318
610-279-1100

TO: _____
Employee Campaign Chair Name **Title / Department**

_____
Company

_____
Address (Must be street address for UPS delivery)

_____
City **State** **Zip**

Instructions

1. Please talk to your United Way representative about which supplies are best for your campaign. The supplies you order will be delivered to you within 10 business days.
2. Give or fax your completed form to your United Way representative. (Keep the yellow copy of this form for your records.)
3. *If ordering for multiple locations, please complete a separate form for each location.*
4. Check your order upon receipt to ensure it is accurate and complete.
5. If you have questions about your order, contact your United Way representative.

Other Requests

Qty.	Item

UW/Nice Lines Use only

DISPATCH INFORMATION

Date Shipped _____

UPS Tracking # _____

If using another shipping service, please indicate carrier and tracking number here:

_____

_____