MUHLENBERG COLLEGE MAIL ROOM
STUDENT MAIL DISTRIBUTION REQUEST
Allow Three (3) Working Days

Name: _____________________________________________  Date: ________________________
Department: ________________________________________  Extension: ____________________
Job Description: _____________________________________________________________________

Job Enclosed □  Job to be sent from Print Shop on □□□□□□□□

Distribute to:  All Students □  Freshmen □  Sophomores □  Juniors □  Seniors □
☐ Other (Please explain): ___________________________________________________________

Distribute by: □□□□□□□□  Flexible until: □□□□□□□□  Discard Extras □  Return Extras □

Mail Room Use Only:

Date Received: □□□□□□□□  Distributed □□□□□□□□  Extras Returned □  Discarded □  Initials: ___
MC-13 – Student Mail Distribution (12/10/08)