

WESTERN CAROLINA UNIVERSITY

Label Requests

- To request labels, please complete and submit the form below. Submit a separate form for each label request.
- We will email you an Excel spreadsheet with the information you requested. You can sort, edit and print the labels yourself.
- Lists and labels may be used only for the purpose indicated on the request form and **MAY NOT** be duplicated or transferred to other groups, departments or individuals.
- We can provide campus addresses and home addresses. However, home addresses will only be included if the person has given permission for their address to be published.
- Describe the purpose of the mailing (please be specific), date needed, type of address needed.
- **Please allow 48 hours for processing!**

LABELS REQUEST

Name *(Please print or type)*

Date Needed

Department

Email Address

Phone

PURPOSE

Please give a brief description of the mailing below

Have you previously requested this information **Yes** **No**

DISTRIBUTION LIST

Type of Employee: SPA/EPA/FAC	Type of List: Campus or Mailing Address	Select (check box)
SPA		
EPA Non Faculty		
FACULTY		
Other		

HR Approval

Approved by:

Date of Approval:

Please submit to:

**Office of Human Resources
220 HFR Administration Building
Western Carolina University
Cullowhee, NC 28723**