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

<table>
<thead>
<tr>
<th>Type of Employee: SPA/EPA/FAC</th>
<th>Type of List: Campus or Mailing Address</th>
<th>Select (check box)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPA Non Faculty</td>
<td></td>
<td></td>
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<tr>
<td>FACULTY</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

HR Approval

________________________   ___________________
Approved by:               Date of Approval:

Please submit to:

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