



**COMMUNICATIONS WORKERS OF AMERICA**  
 1925 K STREET, N.W.  
 WASHINGTON, D.C. 20006

Date: 1/10/2001

**MAILING SERVICES REQUEST**

<p align="center"><b>REQUESTED BY</b></p> <p>Name: <u>MARY SMITH</u></p> <p>Title: <u>SECRETARY/TREASURER</u></p> <p>Local/District Number: <u>9-99999</u></p> <p>Telephone Number: <u>(202)555-1234</u></p> <p>Signature: <u>Mary Smith</u>        (Must be signed by Local President, Secretary, Secretary-Treasurer, or District Vice President)</p>	<p align="center"><b>SHIPPING INSTRUCTIONS</b></p> <p>To be completed only if this order is to be shipped to an individual other than the requestor or to an address different than that on file. The Local President's signature is required.</p> <p>Name: <u>SAME</u></p> <p>Street: _____</p> <p>City/State/Zip: _____</p> <p>Signature: _____</p> <p>Ship by: <input type="checkbox"/> Regular mail  <input type="checkbox"/> Expedited delivery—Overnight  <input checked="" type="checkbox"/> Expedited delivery—2 day</p>
<p align="center"><b>BILLING AND PAYMENT</b></p> <p><input type="checkbox"/> (B) Send bill</p> <p><input checked="" type="checkbox"/> (D) Deduct cost from dues check. Memo invoice will be sent.</p>	
<p align="center"><b>ORDER TYPE</b></p> <p><input checked="" type="checkbox"/> ONE TIME ORDER—Date required: <u>1/13/2001</u> Check one box to select order type. Specify all required information for order type chosen.</p> <p><input type="checkbox"/> STANDING ORDER—Specify frequency:</p> <p><input type="checkbox"/> Monthly—first half of month      <input type="checkbox"/> Monthly—second half of month</p> <p><input type="checkbox"/> Quarterly      <input type="checkbox"/> Semi-annually      <input type="checkbox"/> Months as specified _____</p>	
<p align="center"><b>OUTPUT REQUIREMENTS</b></p> <p><input checked="" type="checkbox"/> Computer Listings        Quantity (in sets) <u>1</u></p> <p><input type="checkbox"/> Ungummed Cheshire Labels        Quantity (in sets) _____</p> <p><input checked="" type="checkbox"/> Pressure Sensitive Labels        Quantity (in sets) <u>2</u></p> <p>SPECIAL INSTRUCTIONS: _____</p> <p>_____</p> <p>_____</p>	<p align="center"><b>FOR HEADQUARTERS' USE ONLY</b></p> <p>Processed by: _____</p> <p>Date Processed: _____</p> <p>Date to Mail Room: _____</p> <p>H-55 Prepared by: _____</p> <p>Date: _____</p> <p>Charge to Account: _____</p>

### DETAILED OUTPUT SPECIFICATION

MEMBER TYPE/STATUS—Output will include all individuals unless specific member types are requested here.

Members  Agency Fee Payers  Non-Members  Stewards  Retirees  Other/Specify \_\_\_\_\_

PROCESSING UNITS—Output will include all processing units unless specific processing units are requested here.

Select only these processing units \_\_\_\_\_

GOOD ADDRESSES—Output will include only individuals with good addresses unless you request all individuals here.

Include all addresses

OTHER SELECTION CRITERIA—If you wish to select by specific fields, specify which fields you want to select by. Fields that may be used for selection are marked with an asterisk (\*) in the "Print Criteria" section.

Select these fields NET CREDIT SERVICE DATE = JAN 01, 1995 AND LATER

### SORT CRITERIA

Unless otherwise indicated here, the standard sort sequences will be used.

Labels—standard sort sequence  
zip code, last name

Labels—customized sort sequence  
Specify NAME ONLY

Listings—standard sort sequence  
last name

Listings—customized sort sequence  
Specify NCS DATE THEN NAME

### PRINT CRITERIA

You may receive output in standard or custom format. Standard format fields indicated below will be provided unless otherwise indicated in the custom format column. To select custom listings, number the fields to be printed to indicate the desired order of appearance on the output. To select custom format labels, place an X next to any of the four selectable fields to be printed.

	Standard Labels	Custom Labels	Standard Listings	Custom Listings
	Fields Printed	Print These Fields	Fields Printed	Print These Fields
1. Local number	<del>3</del>		Header	<del>HEADER</del>
2. Processing unit number	<del>1</del>		Header	<del>HEADER</del>
3. Social security number (reversed on labels)	<del>2</del>		6	
4. Name	<del>5</del>	X	1	2
5. *Birth date	<del>4</del>	<del>X</del>		
6. Street address	<del>6</del>	X		3
7. *City	<del>7</del>	X	3	4
8. *State	<del>8</del>	X	4	5
9. *Zip code	<del>9</del>	X	5	6
10. *Congressional District				
11. *Mail status code				
12. Payroll number				
13. *Title code				
14. *Employee classification				
15. *Department				
16. *Weekly base wage				
17. *Base hours				
18. *Work location				
19. *Net credited service date				1
20. Type member				
21. *Initiation date				
22. Dues rate				
23. Grievance code				
24. *Member type/status				
25. *Member status code				
26. Mail month	4			