



BROWN
UNIVERSITY MAIL SERVICES

Mail Card Order Form

To order mail cards, please complete this form and e-mail it to:

Mail_Services@Brown.edu

or

send it through Interoffice Mail to:

Mail Services - Box 1822

Date of Request: _____

Person Requesting Cards: _____

Department Name: _____

Signature: _____

Driver Work Tag Number

Person receiving Mail Cards

Department Box Number

Optional Work Tags (up to 3)

Quantity of Cards needed

24

48

Other Qty. (Increments of 3) _____