Date:		
Name:		
Contact Number:		
Cost Centre:	To Pa	y
Style: (Check all that apply)		
O Calendar Year (ie. Jan	-Jan)	
O Academic Year (ie. A)	ug-Aug)	Quantity
☐ Small Monthly 5 ½ x 8	8 ½	
☐ Large Monthly 8 ½ x 1	1	
☐ Monthly Booklet Style	e 8 ½ x11	
☐ Small Weekly Appoin	tment 5 ½ x	8 ½
☐ Large Weekly Appoin	tment 8 ½ x	11
Method of Delivery or Pic	k-up	
O Mailbox		
O Pick-up		
Other		
For office use - Logged:		