

# Sales Form

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## Inter Departmental Sales Form

All fields are required.

Line Code	<input type="text"/>	(without the dashes)
Dept/School	<input type="text"/>	▼
Type of Mail	<input type="text"/>	
Date	<input type="text"/>	(MM/DD/YYYY)
Requested by	<input type="text"/>	(First and Last Name)

Form Preview

Reset



Make sure you fill out all fields. The line code inputted must be ***17 digits*** long. In “type of mail” input what you are mailing out, for example: progress reports, report cards, Senior notices or anything that will help you identify reason of mail out, etc.. The date must follow the format shown to the right of date filled. Requested by should indicate the full name of the person who is requesting the mail out. After all the fields have been filled out correctly, press on the bottom button where it says form preview. This button will take you to the actual sales form that you will be printing out.



# Sales Form Example

Below you can see how a sales form will look like after you have filled out all the fields properly. Before you print the form, make sure you go to page setup and **landscape the form**, then you can print.



## INTER DEPARTMENTAL SALES FORM

Line Code	Type of Mail	Department/School	Date
00000639900org000	What you are mailing out	School / Department Name	MM/DD/YYYY

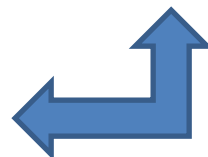
**Requested by:**

First Name, Last Name (position) \_\_\_\_\_

**TO BE FILLED OUT BY MAIL SERVICES PERSONNEL**

		No. of Mail Pieces	Cost Per Piece	Total Cost
<b>Received by:</b> _____	<b>Received date:</b> _____			
<b>Received from:</b> _____	<b>Completed by:</b> _____			
		Grand	Total Amount:	

\*Please leave this box empty, we will fill this out once mail has been processed





Mail Services  
9400 N Central Expressway  
Box 107  
Dallas, Texas 75231  
972-925-3168