



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Administration

SHARED SERVICES OF ALASKA
Brad Ewing, Director

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Central Mail Services High Volume Insertion Job Request Form

Name:

Email:

Title:

Phone Number:

Department/Division/Agency:

Mail Stop Number:

Name of Project:

Services Requested: Fold Insert Number of Pieces Per Envelope:

Return Envelope: Yes No

Notes and Special Instructions:

When complete, please forward to Dustin Rogers, Mail Room Manager, at dustin.rogers@alaska.gov