



# Print & Mail Services

University of Missouri

## Print & Mail Services

2800 Maguire Blvd.

Tel: (573) 882-7801

e-mail: mucfmailservices@missouri.edu

## Mail Services Barcode Label Request

New     Reorder     Delete

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Department Name: \_\_\_\_\_

Department ID: \_\_\_\_\_

Name (*Divisional Fiscal Officer*): \_\_\_\_\_

Name (*Contact Person*): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Room & Building: \_\_\_\_\_

Campus Mail Code: 65211- \_\_\_\_\_

**or**

Hospital Mail Code: DC \_\_\_\_\_

MoCode Description: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

MoCode & PS Account: \_\_\_\_\_

Quantity Ordered: \_\_\_\_\_

*80 barcodes per sheet*

Sheets

Date: \_\_\_\_\_

\_\_\_\_\_

Signature

(*Authorized Representative*)