

VILLAGE OF MOUNT PROSPECT



OUTGOING MAIL – SPECIAL ACCOUNT INFORMATION

Date: _____

Employee Name: _____

Department: _____

Charge to: Account Number _____

Account Name _____

Number of Pieces: _____

Special Instructions: _____

TO BE COMPLETED BY MAILROOM CLERK:

Total amount charged to Account \$ _____

_____/_____/_____
Month Day Year

Signed

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