

# Raiser's Edge Report/Mailing Request Form

Requested by: \_\_\_\_\_ Department: \_\_\_\_\_  
Date Requested: \_\_\_\_\_ Date Required: \_\_\_\_\_

Note: turn-around time for mailing lists is five business days

Appeal Name: \_\_\_\_\_

## Mailing Information

Where will final file be used?

- In-house mailing  
 Mailing House \_\_\_\_\_

On what will the information be printed?

- Mailing Labels  
 Envelopes/Postcard

By Whom?

- Planned Parenthood  
 Mailing House \_\_\_\_\_

What file format is needed?

- .dat (MSWord data file)  
 .xls (MSExcel spreadsheet)  
 .csv (Comma-separated values)

How do you want the proof information sent?

- E-mail attachment (.pdf)  
 Print-out given/faxed to you  
 Posted on shared server (.pdf)

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## Data Information

Gift Date Range: \_\_\_\_\_

Gift Amount Range: \_\_\_\_\_

Single Gift  Date Range Cumulative

Gift Type:  Cash  Pledge

Gift Fund:  C3  C4  BHC

Solicit Code:  C3 Only  C4 Only

Geographic Range:  SB  SM  VTA  SLO  TO  Other

Other Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Data Information

Fields to Include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sort by: \_\_\_\_\_

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## Processor Use Only

Date Received: \_\_\_\_\_ Proof Sent: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

Data Transmitted: \_\_\_\_\_ Date Complete: \_\_\_\_\_