



Raiser's Edge (RE) Project Request Form

Print this form, enter all information, and place in Lisa's mailbox

Requestor: _____

Date of Request: _____ **Date Required:** _____

Purpose of Request: _____

Type of Request:

_____ RE Report _____ RE Mailing List _____ RE Labels/Envelopes
Specify size: _____

_____ RE Mail Merge: Attach paper copy; electronic merge document file path _____

Who will be signing the letter? _____

Type of RE Report: include all necessary information (e.g. whom to include, what funds to include, summary of funds, detail of gifts, donor listing, constituent listing, etc.)

RE Mailing List and Mail Merge Details: who to include (e.g. all within 50 mile radius; all donors of \$500+; all ACS members), format of list (e.g. 2 columns, include phone numbers, Word merge, etc.)

Will mailing list be used by a mailhouse? _____ yes

Mailhouse Contact: _____ **Phone #/e-mail address** _____

Other Information:
