**Kenosha County 4-H Work Request**

**Date:**

**From:**

**Club/Team:**

**Date Requested:**

**Date Completed:**

**By:**

**Please write instructions here:**

---

**TO:**

**Date:**

**Copying**

**From:**

**Date Needed:**

**# of Copies:**

**Paper Color:**

- [ ] Regular
- [ ] Bright
- [ ] Card Stock

**Copy Size:**

- [ ] Letter size
- [ ] Legal
- [ ] 11 x 17
- [ ] Card Stock

**Other:**

- [ ] Back-to-back
- [ ] Collated
- [ ] Folded
- [ ] Stapled
- [ ] 3-Hole Punch

**Special Instructions:**

---

**Mailing**

**From:**

**Mail to:**

- [ ] Do not fold
- [ ] Return a copy to me

**Special Instructions:**

---

- - Over for Post Card Information --
Request for Info to be sent to project members:

Date: __________________________

Person Requesting: __________________________

Team/Project area: __________________________

Date of Event: __________________________ Time: __________________________

Send to: __________________________

☐ Post Card ☐ Attached documents

Wording:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

All requests require a minimum of two days for processing.

Thanks.