

LA SIERRA UNIVERSITY

PLACEMENT SERVICES REQUEST FORM

Name: _____ ID#: _____ Date Requested: _____

Phone #: _____

PLACEMENT FILES: **CHARGES:** **TOTAL:**

Set-up and maintenance \$FREE \$FREE

- Confidential
- Non-Confidential

Files sent out by office

- ★ No. of Copies _____
- ★ No. of RUSH _____
- ★ Due Date _____

FEES:

Confidential (sent)	\$5.00	\$ _____
Non-Confidential (sent)	\$5.00	\$ _____
File Picked Up	\$3.00	\$ _____
RUSH (Additional Charge)	\$5.00	\$ _____

SEND PLACEMENT FILE TO:

Name: _____
Title: _____
Institution: _____
Address: _____

PAYMENT:

Cash
Check Check #
Other Acct. #
Receipt # _____

RUSH CHARGES \$ _____

TOTAL CHARGES \$ _____

Order taken by: _____

OFFICE USE ONLY:

Copy No.: _____
Person Handling: _____
Date/Time Completed: _____