



Mail Distributions

Date and Time: _____

Number of copies needed: Assembly, 100 copies
(Circle one) Senate, 34 copies
 Both, 134 copies

Name, phone number, and address of person dropping off items:

It is required that each piece of mail that goes out in the Legislative distribution system must have contact information from the organization approving the distribution.

For delivery in the morning mail, items must be in the Sergeant's office by 8:30 a.m. and for the afternoon mail it must be in the Sergeant's office by 10:30 a.m.