

# Promotional Merchandise Pick and Pack Form

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Requestor Name

Department

Request Date

Date Needed By

Delivery Address

Items to Pick and Pack

Item Description	Quantity	Special Instructions
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

Additional Notes