

# Movin' On

**A GUIDE TO LIFE AFTER HIGH SCHOOL**

## **Insert/Business Reply Card Document Submission Form**

Please complete this sheet and include with your document .

College \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

My Files are on : \_\_\_ disc, \_\_\_ zip, \_\_\_ jaz or \_\_\_ cd (How many of each type?)

Format:      MAC \_\_\_\_\_                  IBM \_\_\_\_\_

Programs used: \_\_\_\_\_

\_\_\_\_\_

Version used: \_\_\_\_\_

\_\_\_\_\_

Name of Final Files to use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Checklist:**

- I have included ALL SCREEN AND PRINTER FONTS and LOGOS
- I have included a DIRECTORY OF FILES.
- I have included a Color Copy (*preferred*) or B/W copy of my Insert and Business Reply Card.
- I have included the file for the Business Reply Card with postal barcode if required in college's location.