

Report Envelope

FIRM:

ADDRESS:

SIGNATURE _____
Authorized Company Representative



United Way of the Ozarks

1. Fill out the entire envelope – use the front of the campaign Report Envelope to be sure everything is included.
2. Return pledge forms as follows:
 - White (original) – United Way
 - Yellow (middle copy) – Company
 - Pink (last copy) – Donor
3. Enclose cash, checks, and white copy of the pledge forms.
4. Return the signed Report Envelope to your United Way representative or call for pick up.

CORPORATE PLEDGES ONLY	Total Amount Pledged	Amount Paid	Balance To Be Paid

EMPLOYEE	Number of Givers	Total Amount Pledged	Amount Paid	Balance To Be Paid
Cash (including checks)		\$	\$	XXXXX
Payroll Deduction Pledges		\$	\$	\$
Direct Billing Pledges		\$	\$	\$
Special Event		\$	\$	XXXXX
Total		\$	\$	\$

Total number of persons employed in organization _____ Total number of FTE (if different) _____

Please send statements: ___ monthly ___ quarterly ___ semi-annually ___ annually ___ do not send statements

FOR UNITED WAY USE ONLY	GRAND TOTAL	CASHIER'S RECAP TOTALS
ENVELOPE NO. _____	CASHIER'S INITIALS _____	Total Pledged \$ _____ Amount Paid \$ _____ Unpaid Balance \$ _____
BATCH NO. _____	DATE REC'D _____	
	CASH _____	
	CHECKS _____	

UNITED WAY OF THE OZARKS

320 N. Jefferson • Springfield, MO 65806-1109 • (417) 863-7700 • Fax: (417) 863-9102 • www.uwozarks.com

ARE THESE FORMS ENCLOSED:

Pledge Forms
Info Update
Corporate Pledge Form & Leadership Giving Form



United Way of the Ozarks

www.uwozarks.com

The mission of the United Way of the Ozarks is to increase understanding of human needs and to mobilize resources to meet those needs.