Scanning Cover Sheet

Instructions:
1. Fill in all highlighted cells.
2. Print this cover sheet and include in package with the surveys to be scanned.
3. Include only one coversheet for each package.

Complete all information below

Date:		
Organization name:		
Project type:	☐ RFP program	☐ Community Impact Project
Project title:		
Contact person:		
Contact person email:		
Form #(s) included*:		

*The form number is the three-digit code located at the upper-right corner of the form.

Reminders:
- Please check to make sure there are no staples on surveys.
- Do not fold surveys.
- Do not send photocopies. Photocopies will not scan.
- Do not place overlapping barcode labels on surveys.

Mail surveys to:

Using USPS
Michigan Fitness Foundation
P.O. Box 27187
Lansing, Michigan 48909
attn: Scanning Services

Using UPS or FedEx
Michigan Fitness Foundation
1213 Center Street, Suite D
Lansing, Michigan 48906
Attn: scanning services

Additional information:

Agency
Proje

Date received:

Fill in the date, your organization's name, the type of project (RFP or Community Impact Project), the project title, the name and email address of the contact person for your project, and the specific forms (#s) that are included.

Take note of which address to use depending on the mode of shipping.

Include any other notes or additional information in this area.