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**Northern California Hospitals**

**Query / Report Request**

**Attn: Heather Melanie (circle appropriate person/both)**

**From:**

**Request Date:**

**Job Title:**

**Report Needed by Date:**

**Function:**

* Gala
* Direct Mail
* Grateful Patient
* President’s Circle
* Volley in the Valley
* Community Matters Newsletter
* Employees
* Annual Report
* Donors
* Prospecting
* Donor Wall
* Board
* Board of Ambassadors
* Hybrid Operating Room
* Development Council
* Golf Tournament
* Hospice Angels
* More than Wheels
* Light Up a Life
* Other

**How will you be using this report?**

* Distribution
* Mailing / Printing Project
* Research Tool
* Email
* Database Audit

**Please describe the desired end result.**

**Define the Selection Criteria:** *(Examples: date range = last year, campaign = Employee Campaign, what type of donor to include – employees, corporations, etc..)*

**How to sort the results:** *(Example: alpha, ascending or by date, etc.)*

**Display Solicit Code? (Do not mail, etc.): Yes / No**

**What fields to display in the results?**

**Do you need anything totaled in the report? If yes, what?**

**Return Instructions:**

* **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­I would like the report saved to the following location:**
* **I would like \_\_\_ copies of each printed.**
* **I would like the query to remain in RE.**
* **I would like an email to me and/or**

Additional Instructions/Considerations:

**Date Delivered / Initials: \_\_\_\_\_\_\_\_\_\_\_**