

Please note: If you

PDF (digital letterhead and signature) uploaded to MyCreds    Printed on letterhead for pick up  
(cc payment made on MyCreds to share letter with third party)

Printed on letterhead and mailed to  
address above OR

Printed on letterhead and faxed (+\$5.00) to:  
Fax#:

Attn:

Printed on letterhead, mailed to home address, and  
scanned to University webmail (+\$5.00)

Printed Letters    Cash    Cheque    Interac    VISA/MasterCard credit card  
(no Visa/ MC debit)

VISA / MC # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

PLEASE NOTE

- All HOLDS must be released and the letter payment must be made in an order will be processed.
- Photo ID is required upon pickup of all documents
- Letters cannot be released to a third party without written authorization.

(in ink)

Office use only. Do not write below this line.

(Revised June 2024)

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