



## Standard Operating Procedure Ordering Print Copies of the Candidate Handbook

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**Purpose:** The purpose of this document is to provide instructions on how to order print copies of the Candidate Handbooks.

### **Order Process:**

1. Send an email to the Logistics Manager, Matt Pellegrino ([mpellegrino@credentia.com](mailto:mpellegrino@credentia.com)) and Isabel Lopez ([lsabell@credentia.com](mailto:lsabell@credentia.com))
  - a. In the email, include the number of copies and the recipient's address.
2. If the request is urgent, please include this in the email.