**RECEIVING MAGAZINES**

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If subscriptions are not coming as they should, contact Vicki Kosmala, immediately. Please have all the information about your subscription problem. For duplicate subscription problems, you must mail or fax copies of the mailing labels to Vicki Kosmala, Media Services, Service Center. The fax number is 575-6960.

Information needed to make a claim includes:

1. Title of magazine

2. The type of claim:

Subscription has not started

Issues not being received (Will need specific issue dates)

Duplicates being received (After the end of September)

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