



RICE

LETTER OF INSTRUCTION

DONOR: To ensure proper and timely credit, after you forward this form to your broker, please also send a copy of this document to: giftprocessing@rice.edu or mail to

Rice University
Office of Development MS-81
P.O. Box 1892
Houston, TX 77251-1892

From Client/Donor:

Name: _____

Address: _____

Phone & Fax: _____

To Broker:

Name: _____

Address: _____

Phone & Fax: _____

I intend to make a charitable gift to Rice University. Please consider this to be my letter of instruction to you to transfer: _____ shares of \$ _____ worth of

_____ (_____)
(name of stock, mutual fund) (ticker symbol)

From account: _____

In the name of: _____

For arrival (date): _____

To: Raymond James & Associates, DTC# 0725
Contact: Beverly Dawson, 713-787-2134,
 beverly.dawson@raymondjames.com
For Credit to: Rice University, Account #: 1252-1762

Rice University Contact: Melanie Boyd, 713-348-5800, mboyd@rice.edu

Note: Transfer of paper stock certificates (not recommended) requires an additional form:
Stock Transfer Form for Paper Stock Certificates - Raymond James account only

Note: Please designate this gift for the benefit of: _____

Authorization: (signature) _____ (date)

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