

# 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: Rice University, Office of Development – MS 80, Post Office Box 1892, Houston, Texas 77251-1892 or [mboyd@rice.edu](mailto:mboyd@rice.edu) or fax: 713-348-5166

*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](mailto: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) \_\_\_\_/\_\_\_\_/\_\_\_\_

*Revised 20161012*