

MAIL SERVICES
STANDARD MAIL PROCESSING FORM
(200 PIECES AND ABOVE)

Department: _____

Contact Person: _____

Extension: _____

Account # (for chargeback purposes) _____

Description of Mailing: _____

(ie catalogs; Alumni info.; Admissions books; letters)

Type of Mailing:

____ **First Class**

____ **Student Mailboxes**
(tri-folded & in bundles of 50 or 100 pieces)

____ **Standard**

____ **Permit #9**

____ **Book Rate**

____ **Permit #228**

____ **Most efficient**

____ **Other Permit # _____**

Piece Count (approximate) _____

NOTE: Standard mailings require at least 200 pieces)

____ **2 sample pieces must be attached**
(1 for US Post Office and 1 for Mail Services file)

MAIL SERVICES USE ONLY:

Date Received: _____

Date Mailed: _____