Mail Processing/Postage Expense Request
ADDRESSING • BULK MAILINGS • INSERTING REQUESTS • SPECIAL SERVICES

Please complete this form to assure that your mail is processed correctly.

Inserting (Allow one week for processing)
Inserts not to exceed four items. Provide samples if possible. Please write in name of each insert.

#1 Insert _______________________________________________ #3 Insert ______________________________________________
#2 Insert _______________________________________________ #4 Insert ____________________________________________
#10 Window envelope - Quantity ___________________________ #10 Closed faced envelope - Quantity _________________

For Document Matching jobs complete special envelope form available from Mail Services

Client Information

Date _______________________________________________
Project name ________________________________________
Originator __________________________________________
Department _________________________________________
Telephone __________________________________________
Account # __________________________________________
Number of pieces ___________________________________
Completion date requested _____________________________
Authorized signature __________________________________

For Campus Mail Services Use Only

Date completed _______________________________________
Postage per piece _____________________________________
Total Postage used ____________________________________
Processed by _________________________________________

Service Requested

Stamps ........................................................................
# of Rolls ____ # of Books of 10 ___ of 20____
1st Class ....................................................................
Priority Mail .............................................................
1st Class presort (min. 500 pieces) .........................
Smart Mail (without zip order) .................................
Bulk Mail (nonprofit - min. 200 pieces) ...................
(Allow up to 5 days for processing)
Media Mail (Book Rate) ...........................................
FedEx Ground .........................................................
United Parcel Service (Ground) .............................
Over Night Express ..................................................
FedEx ____ USPS ____ UPS ____
2-Day Express ...........................................................
FedEx ____ USPS ____
International Mail ..................................................
Certified Mail ..........................................................
Return Receipt ______
Other ........................................................................