



# Mailing Request Form

Date Sent: \_\_\_\_\_ Date Received: \_\_\_\_\_

Job ID#: \_\_\_\_\_ Received By: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Approved By Director or above: \_\_\_\_\_ Signature: \_\_\_\_\_

Please fill in sections 1 through 7 to complete your request.

Section 1. Paper Size: Letter \_\_\_\_\_ Legal \_\_\_\_\_ Other \_\_\_\_\_

Section 2. Mailing Type: Bulk Mailing (225 pcs) \_\_\_\_\_ Pre Sort First Class (525 pcs) \_\_\_\_\_

Section 3. Envelope: Solid \_\_\_\_\_ Window \_\_\_\_\_ Postcard \_\_\_\_\_

Section 4. Flats \_\_\_\_\_ Booklets \_\_\_\_\_

Section 5. Indicia: Bulk \_\_\_\_\_ Pre Sort First Class \_\_\_\_\_

Section 6. Insert Materials: Letter/Flyer \_\_\_\_\_ Return Envelope \_\_\_\_\_ Reply Card \_\_\_\_\_

Other \_\_\_\_\_ Other \_\_\_\_\_

Section 7. Mail Merge: Yes \_\_\_\_\_ No \_\_\_\_\_

Special Instructions:

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Please contact the mailroom with and questions or concerns ext. 3227

### **FOR MAILROOM USE ONLY**

Job Saved as: \_\_\_\_\_ Where it is saved: \_\_\_\_\_

How was it saved: \_\_\_\_\_ Is Sample included: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Date Mailed Out: \_\_\_\_\_ Approved By: \_\_\_\_\_