Mailing Requisition

JOB NAME ____________________________________________ MAILING REQUISITION NO. ____________________________

All communication and correspondence about this project should refer to the requisition number above.

(PROJECT NO. ____________________________)

Department ____________________________________________________________________________

Contact ___________________________________________ Budget No. ____________ Phone No. ____________

Date Submitted ____________________________ Desired Date to Post Office ____________________________

Number of Finished Pieces to be Mailed __________________

TYPE OF MAILING

☐ 1st Class (Metered) ☐ Standard (Bulk) ☐ Presort First Class

DATA FILES ☐ File Names ________________________________________________________________

DESCRIPTION OF MAILING AND ADDITIONAL NOTES
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

This section to be completed by Printing and Mailing Services

Mail Vendor __________________________________________

Mail Vending Cost $ ____________________ (To be charged back to Budget # reference above)

Mail Download Dates and Postage Costs
___________________________________________________________________________
___________________________________________________________________________

Customer: Please retain the pink copy, and send the white and canary copies to Printing & Mailing Services. The canary copy will be returned to you when the job is completed and charged.