Mail Services Mass Mailing Request

Requesting Dept __________________________ Date of Request ____________

Mail Code ____________________________

Title of materials to be mailed ____________________________________________

Number of pieces of materials provided _____________________________________

Number of pages ___________ Collated? ________

Number of Tabs ____________________________

Number of addresses __________________________

Is disk included? ___________ E-mailed? ______________

Format of File ____________________________

Additional Information ________________________________________________

For Mail Services Use:

Date Received ______________

Date Sent ______________

Class __________________________

First Class Price ______________

Move Update Count ______________

Move Update Date ______________