

## 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 \_\_\_\_\_