Mail Services’ goal is to complete your job in a timely manner. Before we can start processing your job, you must provide:
1) this completed form; 2) Two complete samples of what your final mail piece should look like.

Mail Code 0401  Department Purchasing and Business Services
Contact Person Jane Doe  Phone 5-???
Mail Piece Description Flyer to announce an open house  Quantity 500
Return extras       or Discard Extras  X
Address File File Name: Open House.doc  X Disk  ___ FTP  ___ Email Attachment
Non-Automated Mail Omit addresses from mailing  Mail at first class rate
Class of Mail: ___ First Class Mail    ___ Standard Mail (___ Nonprofit/___ Profit)   ___ Periodical
   X Campus Mail in mail code order  (Print: ___ Mail code, name and dept name  ___ Mail code and dept name ONLY)

Services Requested (be specific, i.e.: 1. Fold Letter in thirds. 2. Address #10 envelope, disk provided. 3. Insert letter into envelopes. 4. Apply postage and mail first class)
   Do not fold; put address on back side of sheet

Items delivered (be specific)   Exact Count *   Items delivered (be specific)   Exact Count *
1. single sheet of paper        500  4.  
2.  
3.  

If exact piece counts are not provided, an additional charge will be incurred for Mail Services to verify quantities. Any material delivered by outside printers must have piece counts labeled on each box.

Bill To: Area/Org AAA   PO Number (Optional): 
Authorized Area/Org Signature Jane Doe  Print Name Jane Doe

Piece Count Off Campus    On Campus  2 samples  Funding 
Class:

Mail Processing Order Number ___________________________  Nonautomation

Letter (8-1/8 x 11-1/2)  Weight = 16 oz
Flat (Oversize)  Tray/Bag max
Postcard  Bundle Size
Pickup Charge
RUSH
Bulk Meter
First Class Meter
To List Mgmt
Computer Billing

Time
Videojet  One Up Labels (Provided)
Folding (See sample)
List Mgmt

Complete
Rena  Xerox Labels (Provided)
Infoseal (See sample)
To Billing

One Up Labels  Tabbing
Personalized Letters
Billing Complete

Inserting (See sample) Machine/Hand

Date Mailed    Pieces    Postage    Trays/Bags    Post Office
1.  
2.  

 Extras: Returned  Date/Init  Piece Count/Items  Discarded  

Date 1-2-98  ASU MAIL SERVICES  Phone: 965-3157  Fax: 965-9667