

MAIL CODE REQUEST FORM 7/08

Mail Code Request for an Existing Department

Date of Request: _____ Requester: _____

Phone # _____ Email: _____

Reason for Request:

Department Name: _____

Present Location

Building _____ Room # _____

New Location

Building _____ Room # _____

Stop Delivery Present Location: _____ Begin Delivery New Location: _____

Agency/Org*: _____ Date: _____ Mail Code Assigned: _____

*Departments are billed \$37.50 per month (\$450 per FY) for a new mail code and the services of mail forwarding, sorting, pick-up and delivery.

Date: _____ Mail Code Assigned: _____

Mail Code Request for a New Department

Date of Request: _____ Requester: _____

Phone # _____ Email: _____

Reason for Request:

Department Name: _____

Building _____ Room # _____

Agency/Org*: _____ Begin Mail Delivery: _____

Date: _____ Mail Code Assigned: _____

Procedures for Existing Departments relocating and receiving a new mail code.

BUSINESS CARDS/LETTERHEAD/ENVELOPES

- Once you move, any business cards/letterhead/envelopes containing your old PO Box address or mail code are to be destroyed/recycled.
- You must order new business cards/letterhead and envelopes to reflect your new address.
- Any brochures/fliers/booklets etc containing your old PO Box address and/or mail code should either have a label containing your new address/mail code applied over the old address or be destroyed/recycled and reprinted. If a label is used, labels are to be applied to all the brochures/fliers/booklets once the new mail code has been assigned.

NOTIFICATION OF CHANGE OF ADDRESS

- It is imperative that you notify people ASAP of your new address and new mail code, both on and off campus, and continue to do so as you receive mail pieces containing your old address/mail code on them.
- Begin including a short notice in outgoing correspondence of the move/address change. This information should also be disseminated in phone conversations.
- Create a “we have moved” postcard to send to key correspondents. This can be mailed out to any established mailing list(s) you correspond with (students, businesses etc).
- As you receive incoming mail with your old address on it, make it part of the opening mail process to address a “we have moved” postcard to the sender and mail it.
- Publications such as newspapers and magazines usually take 6-8 weeks to make an address change. We would suggest you notify all publications of your new mailing address as soon as your new mail code/address is assigned.

BUSINESS REPLY (BR) ENVELOPES AND COURTESY REPLY (CR) ENVELOPES

- The format for ASU BR and CR mail must be acquired/approved through University Mail Services on the Tempe Campus. Contact Diana Gallese - dgallese@asu.edu or 480.965.6323 for all BR and CR envelope/card formats.
- New CR envelopes need to be ordered reflecting your new address information. Any remaining stock of CR envelopes must be recycled/destroyed at the time of your move, as the barcode on the bottom of the envelope reflects your previous address.
- The USPS has agreed to let us place a label containing your new mail code/name over your old mail code/name on your stock of BR envelopes. These labels must be applied to your entire stock of BR envelopes prior to your actual move. Make sure the agency/org barcode is left intact for scanning. If you choose not to use this option, all BR envelopes you have with your old mail code must be destroyed/recycled.

BR Sample

CR Sample

