



Mail Processing Request Form
 University Mail Services
<http://cfo.asu.edu/mail>

Phone: (480) 965-9819
 Fax : (480) 965-9667 Mail Code: 0710
 Send files to: mailasu@asu.edu

Work Order #

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Customer Information

Department:					Date:						
Customer Name:			Phone:			Fax:					
Mail Code:		Building/Room:			Email:						
Address:				City:			State:	AZ	Zip:		

Mail Piece and File Information – please provide Mail Services with two formatted samples of your mailing.

Project/Description				Quantity			Desired Mailing Date			
Mail Piece Size	Up to 4 ¼" x 6" (Postcard)		Up to 6 1/8" x 11 ½" (Letter)			Over 6 1/8" x 11 ½" (Flat)				
Class of Mail	Campus	First Class	Non Profit	Standard	Foreign	Mail foreign	Do NOT mail foreign			
Insufficient/Incomplete Addresses that do not meet USPS Standards:					Omit from mailing		Mail at First Class rate			
File 1				File 3						
File 2				File 4						
Items to be delivered to Mail Services:				Return Extras		Recycle Extras				

Instructions or Additional Information:

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Agency/Org or Purchase Order (PO)	Agency/Org or PO Authorized Signer Required
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Address Updates-To ensure your mailing does not incur additional postage costs and fines please update your files with the changes forwarded to you by Mail Services.

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