

Fields outlined in red are required fields



ORDER FOR MAIL SERVICES

101 ADMINISTRATIVE SERVICES BUILDING - (330) 672-2164 - FAX: (330)672-2056

DEPARTMENT [] DATE [] INDEX NO. NO. OF PIECES []

DESCRIPTION OF MAILING []

MATERIAL TO COME FROM: DEPARTMENT OTHER VENDOR'S NAME []

SERVICES REQUESTED: DESIRED DATE OF MAILING []

- POSTAGE**
- 1st Class
 - BULK STANDARD
 - CAMPUS DISTRIBUTION
- SERVICES**
- ADDRESSING (Mailing list can be attached to email when submitting)
 - BULK SORTING
 - FOLDING
 - TABBING
 - INSERTING
 - NO. OF INSERTS []
 - OTHER

SPECIAL INSTRUCTIONS: []

AUTHORIZED BY: [] PHONE: []

MAIL SERVICE USE ONLY

Job Number [] Received in Mail Services []

- MATERIALS RECEIVED:
- Outside Vendor
 - E-mailed
 - Picked Up
 - Department Dropped Off

Date Completed [] Date(s) Mailed []

BILLING:

| | | | | |
|----------------------|------------------------------|-----|----------------|-----|
| Addressing: | No. of Pieces | [] | Postage | [] |
| | | | 22 | [] |
| Inserting | No. of Pieces | [] | | |
| | | | No. of Inserts | [] |
| | | | 23 | [] |
| Tabbing: | No. of Pieces | [] | | |
| | | | 21 | [] |
| Folding: | No. of Pieces | [] | | |
| | | | 20 | [] |
| Bulk Mail Processing | _____ Hours @ _____ Per Hour | | | |
| | | | 24 | [] |
| Additional Services | [] | | | |
| | | | 25-30 | [] |

MAIL SERVICE COMMENTS: [] Labor Total [] GRAND TOTAL []