Mail Center Postal Form

Enter your department account # in the space below.

<u>please hit enter when finished typing to activate bar code</u>

please use the following format for your account number: ##-#######-7725

(the dashes and the "7725" must be included)

If your account number has a project number that would fall after the 7725 please fill it in as well.

<u>Both fields, Account Number and Name, must be filled in on the computer. Do Not print out blank forms and fill in by hand.</u>

Fill in your account name below.

Account
Name:

Authorized Signature:_____

Current Date

_____

Bulk Mail- (Presort Standard)	Useful Information:
1. All bulk mailings must meet USPS move update requirements. <u>Penalties will be assessed to any address lists not undergoing processing via NCOAlink or other USPS approved software.</u> Bulk mailings presented to the Mail Center without the following signature will not be processed. _____ sign here guaranteeing move update processing 2. Bulk Mailings must include 200+ pieces, be identical university business, and cannot have any personal information. 3. Bulk Mailings must be prepared in ascending zip code order, 00001-99999. 4. All Bulk mailings must have computer generated addresses. Don't address by hand. 5. Inform the carrier when sending a bulk mailing. Don't send with 1st class mailings.	1. Please <u>separate</u> outgoing departmental mail from personal and internal mail. 2. Attach this form to outgoing mail. 3. Separate international mail from domestic mail. 4. <u>Always</u> include this form with outgoing mail. Mail delivered without a properly completed form will be returned. 5. If the mail is not ready for the afternoon pickup, please have all outgoing mail delivered to the Mail Center <u>before 3:30</u>. 6. To save time, feel free to fill out this form and make copies of it. <u>Don't make copies of copies. Always use the original to make new copies</u>. 7. Flats (larger than 6" tall x 11" long) cost more than the first class letter. To save money, fold mail into smaller envelopes. 8. Call the Mail Center at 4190 with any questions not answered on this form.