



**Office of Purchasing / University Mailroom
Request for Bulk / Large Volume Mailing**

The mailroom requires Two (2) Business Days' Notice for review & processing of bulk/large volume mailings in order to accommodate Mail Services, the Physical Plant and the Post Office to prepare all steps necessary for the process. If you have any questions, please contact the Mailroom at extension 2654.

Please fax (ext. 2111) or drop off this completed form to request a bulk or large volume mailing to be processed for your department.

Dept. Name: _____ Contact Person: _____

Delivery Date to Mailroom: _____

Date to be Mailed: _____

1. What size are the pieces within the mailing?

- Postcard
- Standard Envelope
- Flat (i.e., manila envelopes or view books)

2. How many pieces are in the mailing?

- U.S.A.: _____
- Foreign / Canadian: _____

3. Are the contents of every envelope exactly the same?

- Yes - if "Yes", please attach a manifest of all Zip Codes and the total quantity of pieces sent to each Zip Code.
- No

4. Mailing description/ content: _____

Please note:

- * Bulk mailings are defined as mailings with every envelope containing the exact same contents.
- * Large volume mailings are defined as mailings with 500 or more pieces.