Print Form

Job Number _____

You May Obtain A Job Number By Calling The Central Mailing Office At (765) 285-8429

Telephone and Postal Services

Mailing Service Request

Date _____

DEPARTMENT NAME _____

ACCOUNT NUMBER _____

MAILING PERMIT NO. IF KNOWN _____

SERVICES BEING REQUESTED:

TYPE OF PAPER _____

(Type of paper is the type and weight of the paper of the mail piece. This information is usually available from the printer of the materials.)

1. ☐ BULK MAILING QTY_____
2. ☐ INKJET ADDRESSES* QTY_____

   Please choose one option

   2a ☐ Option One: Do not mail addresses with errors, return along with an error code listing so I can make corrections.

   2b ☐ Option Two: Mail the addresses with errors first class.
3. ☐ AUTOMATED ENVELOPE INSERTS QTY_____,

   # OF PIECES IN EACH ENVELOPE_____
4. ☐ OTHER MAIL SERVICE; BRIEFLY DESCRIBE: _____

   _____

*Address list should be e-mailed to Central Mailing or delivered on disk with the mailing.

Person responsible for e-mailing the address list: _____ Phone: _____

Address list file type (ex. Microsoft Access, Microsoft Excel, etc.) _____

Ball State's Bulk Mailing department cannot insert mail pieces into envelopes. If your bulk mailing is less than 1000 envelopes, we encourage you to insert the mail pieces into the envelopes yourself. However, if this is not possible or if your bulk mailing is more than 1000 envelopes, we can assist you by outsourcing these bulk mail jobs to off-campus mail processing vendors. Your department will be charged for this service. Call 5-8549 for estimate.

Central Mailing does not have storage space to hold mailings. All mailings will be processed and mailed within 72 hours (3 business days) from receipt of all materials in Central Mailing.

SIGNATURE OF PERSON AUTHORIZING THIS SERVICE _____

NAME AND PHONE OF CONTACT PERSON _____

Return unused materials to: Bldg. Name_____ Room No._____

(Please print or type)

DO NOT WRITE BELOW THIS LINE

DATE MAIL SERVICES REQUEST RECEIVED IN CENTRAL MAILING _____

DATE MAILPIECE MATERIAL RECEIVED IN CENTRAL MAILING _____

DATE ADDRESS LIST RECEIVED IN CENTRAL MAILING _____

DATE SERVICE COMPLETED _____

ESTIMATED COST OF MAILING _____