REV 3/99

MAILING REQUEST

UNIVERSITY MAIL SERVICES
Dillard Building Unit 5394 656-7720

CLEMSON UNIVERSITY

CUSTOMER

DATE PREPARED

REQUESTING DEPARTMENT

ACCOUNT NUMBER

ADDRESS

AUTHORIZED SIGNATURE

PERSON MAKING REQUEST

JOB NAME

PHONE

FAX

E-MAIL ADDRESS

APPROXIMATE QUANTITY	DESCRIPTION/SIZE

If your mailing list contains any international addresses, mailing of these may be costly. Mail Yes_____ No_____

ADDRESSING

HAND

_____ Pressure Sensitive 1-up

MACHINE

_____ Pressure Sensitive 1-up

INK JET

_____ Diskette

_____ Electronic Transfer

SAMPLE PROVIDED

NO _____

YES _____

DATE JOB RECEIVED

SORT & QUALIFY FOR

PRESORT STANDARD_____Rates

NONPROFIT BULK_____Rates

FIRST CLASS PRESORTED_____Rates

FIRST CLASS_____Regular

POSTAGE PAYMENT METHOD

_____ Meter

_____ Permit #

_____ Stamp

DATE MAILED

MAIL PREPARATON AND SORTATION

_____ Bundle

_____ Sort

_____ Strap/Sleeve

_____ Tray

_____ Prepare Paperwork

_____**TABS**

TAKE TO POST OFFICE

Clemson City _____

Greenville _____

Other _____

INTEROFFICE

_____

SPECIAL INSTRUCTIONS:

JOB NUMBER

DESCRIPTION	AMOUNT CHARGED
LETTER SIZE MAILINGS	
Machine Labeling, 1-up PS	
Machine Labeling, Minimum Charge	
Manual Labeling, PS	
Manual Labeling, Minimum Charge	
Ink Jet Addressing, Letter Size	
Ink Jet Addressing, Minimum Charge	
NON-LETTER SIZE MAILINGS	
Machine Labeling, 1-up PS	
Machine Labeling, Minimum Charge	
Manual Labeling, PS	
Manual Labeling, Minimum Charge	
Ink Jet Addressing	
Ink Jet Addressing, Minimum Charge	
(Above pricing includes--sort, bundle, bag, tray, sleeve, deliver to PO)	
SORTING	
Sorting, Already in Zip Order	
Sorting, Put in Zip Order	
Sorting, Combing List into Zip Order	
Sorting, No Charge	
OTHER	
Rubber Stamping	
Meter Sealing	
Metering, Special Handling	
Tabbing	
Sort, bundle, bag, tie, sleeve, tray,	
Take to Post Office	
Pickup/Deliver to Post Office	
Set Up Charge	
Special Handling	

TOTAL AMOUNT $_____