Mailing Request Form

UNIVERSITY MAIL SERVICES

Dillard Building 864-656-7720

Job Number (For Office Use Only)

Please complete each field and return to mailsmart@clemson.edu

Customer Name	Requesting Department	Job Name
Email Address	Account Number/Full GL Code	Date Submitted
Contact Number	Authorized Signature	Job Due Date

Quantity	Job Description (include piece size, number of inserts, etc.)

Select Postage Method	
	*Bulk (permit)
	Meter
	Stamp

Select Class of Mail	
	Nonprofit (permit)
	First Class (permit)
	Interoffice (on-campus)

*In order to qualify for bulk mailing postage rates, the mailing must meet the following minimum number of pieces:
First Class Mail: 500 pieces
Nonprofit Mail: 200 pieces

For Office Use Only

Date Job Received

Date List Received

Date Mailed

Actual Quantity

VDP/InkJet

Description	Amount Charged
Addressing Letter	
Addressing Non-Letter	
Addressing Minimum Charge	
Sorting, Combining List into Zip Order	
Meter Sealing	
Tabbing	
Set Up Charge	
Interoffice Sort	
Inserting	
Special Handling	
Total Amount	

Special Instructions: