

**Pratt Mail Services**

Thrift Hall 1st Floor
200 Willoughby Ave
Brooklyn, NY 11205-3899
(718) 636-3417
(718) 399-4266 Fax
mailctr@pratt.edu

Mail Services Job Order Form

Date	<input type="text"/>	Dept.	<input type="text"/>	Name	<input type="text"/>
Extension	<input type="text"/>	Budget No.	<input type="text"/>	Piece Count	<input type="text"/>
Mailing Name / Description	<input type="text"/>				

Services Requesting (Check all that apply)

Bulk Mailing	<input type="text"/>	Addressing	<input type="text"/>
Folding & Inserting	<input type="text"/>	Tabbing	<input type="checkbox"/>
Other	<input type="text"/>		

Notes:

- Email mailing addresses in Excel format to : nmontalv@pratt.edu
- International addresses MUST be separated from domestic ones
- Include a PDF copy of the mailing artwork
- Always include extra mailpieces in case of machine damage /errors

*****For Office Use Only*****

Date Received	<input type="text"/>	Postage M.	<input type="text"/>	Cost	<input type="text"/>
Date Mailed	<input type="text"/>	Postage PI	<input type="text"/>	Piece Count	<input type="text"/>
Comments	<input type="text"/>				