

When completed fax to 884-5745

Bulk Mail Work Authorization and Specification Sheet

Job Number: _____ Today's Date: _____

Name of Job: _____

11 Digit Account Number: _____

Department: _____ Account Name: _____

Signature: _____ Contact Person: _____

Surplus address: _____ Phone Number: _____

_____ Date out of Printing Services: _____

_____ Printing Services CSR: _____

Mail Class? (Circle): First Class Non-Profit Presort Standard Campus Mail UPS Periodicals

Are labels attached? yes / no Labels provided by? _____

Is Sample Weight needed for Production Support? yes / no Final size of mail piece: _____

Expected quantity of mail pieces: _____ Job printed by: _____

Self-mailer or Envelopes furnished by _____, and _____ # of Inserts.

What inserts? _____

Remarks or Mailing Address: _____

Below for Bulk Mail Use:

PRODUCTION SUPPORT:

Date Called: _____ Spoke to: _____

Wt: _____ Flat or Letter Sort: M _____

Request Endorsement Line? yes / no

Date received: _____, CASS attached? yes no

Peeloff 1up 2up 3up 4up Barcoded: _____

Tab: _____

Cheshire 3up 4up Non-BC: _____

1 Tab 2 Tabs Special

Inkjet Campus: _____

Labeled by Customer Foreign: _____

Pre-addressed Quantity: _____

MISCELLANEOUS LABOR:

Seal Indicia Identical Meter Non-ld. Layout In ZIP order Endorsement

