

# PRINTING & MAILING SERVICES

## Mailing Instructions

Please fill out completely

Department \_\_\_\_\_ Date \_\_\_\_\_

Index \_\_\_\_\_ Mailing Title \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**DATE REQUESTED TO MAIL:** \_\_\_\_\_ (Normal turnaround time is 3-4 days.)

Total Pieces to mail \_\_\_\_\_ (Please provide enough pieces of your mailing to avoid additional charges.)

**Check all that apply:**

- Non-profit Standard A (bulk mail)\*
- Presorted Standard A (bulk mail)\*
- First Class
- Air Mail (Foreign: 5--14 days)
- Campus

**\*Minimum 200 pieces or 50 pounds required for all USPS bulk mailings.**

- Presorted First Class
- Surface Mail (Foreign: 6—8 weeks)
- Shuttle

**POSTAGE:**

- Permit imprint (Must be identical in weight)
- Meter (if over 3.3 oz. please keep like weights together)
- Apply meter tapes
- Seal Only

**ADDRESSES:**

- Furnished disk  e-mailed list. File name \_\_\_\_\_
- Pre-labeled (**Note: Please provide 2 unaddressed samples of each piece.**)  In Zip Order  Pre-inserted
- Campus lists:  Faculty Forum\*\*  Staff Newsletter list\*\* **\*\*approval required**  DDD lists \_\_\_\_\_
- Duplicate Detect (if using more than one address file)
- Generate from stored list. Specify desired list: \_\_\_\_\_
- Inkjet  Furnished labels
- Merge file: Document File Name \_\_\_\_\_
- Endorse envelopes "No Postage Necessary" for metered reply envelopes
- Signature:  Yes  No  Signature on File Whose signature? \_\_\_\_\_  Black  Color \_\_\_\_\_

Please provide address, if we are inkjetting reply envelope: \_\_\_\_\_

**ENVELOPES:**

- Furnished. Size \_\_\_\_\_
- Campus.  #10  9 1/2" X 12 1/2"
- Generic.  #10  6" X 9"  9 1/2" X 12 1/2"
- Plain.  #9  #10
- Self-mailers. Size** \_\_\_\_\_

**INSERTING:** (#9, #10, #11 and 6 x 9 envelopes can be machine inserted. All other sizes are handwork.)

Furnished inserts (*Note: Z-fold or accordion fold inserts cannot be machine inserted.*) Number of inserts per envelope: \_\_\_\_\_

Please Specify insert sequence \_\_\_\_\_

**INSTRUCTIONS** \_\_\_\_\_

**RETURN EXTRAS TO:** \_\_\_\_\_

If any questions, please call Mailing Services at 7-2967

Name	Dept.	Room No	Bldg
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OSU 4512