<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>BANNER INDEX #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT NAME</td>
<td>PHONE</td>
</tr>
<tr>
<td>ITEM DESCRIPTION</td>
<td># OF ADDRESSES</td>
</tr>
</tbody>
</table>

**ON CAMPUS MAILINGS**

- [ ] ALL CAMPUS ($80)
- [ ] PLEASE POST ($25)
- [ ] DEANS & DIRECTOR ($25)
- [ ] CLASSIFIED ($40)
- [ ] DEPARTMENT HEAD/FACULTY ($45)
- [ ] PROFESSIONAL ($40)
- [ ] FACULTY ($40)
- [ ] OTHER ($ )

**SERVICES/CHARGES**

- [ ] ADDRESS LABEL BY DISK (PRINT)
  - CHARGE @ .03 EA: 
  - CHARGE @ .10 EA: 
- [ ] ADDRESS LABEL BY HAND
  - CHARGE @ .03 EA: 
  - CHARGE @ .10 EA: 
- [ ] SEALING
  - CHARGE @ .03 EA: 
  - CHARGE @ .05 EA / @ .10 EA: 
- [ ] INSERTING / by hand
  - CHARGE @ .03 EA: 
  - CHARGE @ .05 EA / @ .10 EA: 
- [ ] FOLDING
  - CHARGE @ .03 EA: 
  - CHARGE @ .10 EA: 
- [ ] HANDLING CHARGES
  - LETTERS @ .04 EA: 
  - FLATS @ .10 EA: 
  - OTHER @ . EA: 

**NOTES:**

**CHARGES TOTAL:** 
**POSTAGE PERMIT TOTAL:** 
**# OF PIECES:**