MSU BULK MAIL SERVICES WORK ORDER

103 Culbertson Hall · 406-994-2673 · bulkmail@montana.edu

JOB START DATE _____

□ **2C** □ **PT** □ **SC**

DEPARTMENT _____ **BANNER INDEX #** _____

CONTACT NAME _____ **PHONE** _____ **REQ. MAILING DATE** _____

ITEM DESCRIPTION _____ **# OF ADDRESSES** _____

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:_____

□ **ADDRESS LABEL BY HAND**
CHARGE @.10 EA:_____

□ **SEALING**
CHARGE @.03 EA:_____

□ **APPLY PERMIT (POSTAGE)**
CHARGE @.03 EA:_____

□ **NCOA® – CASS™ CERTIFICATION**
CHARGE: $35.00

□ **INSERTING / by hand**
CHARGE @.05 EA / @.10 EA:_____

NOTES:

□ **FOLDING**
CHARGE @.05 EA / @.10 EA:_____

□ **HANDLING CHARGES**
LETTERS @.04 EA: _____ FLATS @.10 EA: _____ OTHER @.___EA: _____

□ _____ **CHARGE**
_____

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