

**BULK MAIL WORK ORDER**  
(Please complete top section only)

Date: \_\_\_\_\_

**Department Name:** \_\_\_\_\_  
**Banner Index No.:** \_\_\_\_\_  
**Material Content:** \_\_\_\_\_  
 Intra-Campus Mailing       USPS Bulk Mailing  
Targeted List: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**Approximate Number of Pieces:** \_\_\_\_\_  
**Requested Completion/Mailing Date:** \_\_\_\_\_

**Total Pieces:** \_\_\_\_\_  
**Piece Weight:** \_\_\_\_\_

**Postage Used/Amount Charged:**  
 Permit \_\_\_\_\_       Periodical \_\_\_\_\_  
 Meter \_\_\_\_\_       First Class \_\_\_\_\_

**Handling Charges:**  
 Auto letters @ .03 each = \_\_\_\_\_  
 Machine letters @ .05 each = \_\_\_\_\_  
 Pre-Labeled Letters/Flats @ .08 each = \_\_\_\_\_  
  
 **Folding** @ .02 each (\$15 min.) \_\_\_\_\_  
 **Applying Postage or Permit** @ .02 each = \_\_\_\_\_

**Labeling Charges** (\$15 min. imprint; \$20 min. labels):  
 Direct imprint from disc @ .02 each = \_\_\_\_\_  
 Avery labels (manual) @ .06 each = \_\_\_\_\_  
 Intra-Campus Mailing = \_\_\_\_\_

**Inserting Charges:**  
 Machine @ .035 each = \_\_\_\_\_  
 Hand @ .045 each = \_\_\_\_\_

**Sealing Charges:**  
 Standard Envelopes @ .02 each = \_\_\_\_\_  
 A2 Envelopes @ .03 each = \_\_\_\_\_

**Disc Certification:**  
 Up to 20,000 names @ \$15 = \_\_\_\_\_  
 Over 20,000 names @ \$25 = \_\_\_\_\_  
 Combining Discs/  
Deduping Lists @ \$15= \_\_\_\_\_

**Comments:**