

Indiana University of Pennsylvania
Postal Services
University Standard Mail Center
(724) 357-5581 (724) 357-7590 Fax
Request Form

Date: _____ Department: _____ Phone: _____

Contact: _____ Email: _____

Person Authorizing Mailing: **Please Sign and Print Name Clearly**

Sign: _____ **Print:** _____

Address File/ Location: _____ Sap# _____

Piece Count: _____ Title of Mailing: _____

Check all that apply:

First Class Mailing _____ On Campus Mailing _____ Off Campus Mailing _____

Desired Mailing Date: _____

****Office Use Only****

Description of Mailing: Letter _____ Flyer _____ Postcard _____ Flat _____ Envelope _____

Size of piece mailed: _____ Tabbing Folded Mail _____ Received Date _____

Total Cost of Mailing: _____ Completed Date: _____ Date Sent Out: _____

Trays Sent Out: 2EMM _____ 2MM _____ 1MM _____ Sacks Sent Out _____ Sack Size: _____

Shipped by: In House _____ Shipping and Receiving _____ Number of skids _____

Completed by: _____ Extras Returned: Yes _____ No _____ None _____

Piece Weight _____ Non-profit _____ Presort Standard _____

Address Clean-up Information:

Good Addresses _____ Move update Addresses _____ Date _____

Bad Addresses: _____ Number of Duplicates Removed _____

Non-deliverable addresses sent to Department: yes _____ No _____ None _____

Comments: _____

