

# BULK MAILING FORM

(Reserved for identical multi piece mailings)



## MAIL SERVICES

100 Elm Street - Campus Center  
T (413) 585-4156 F (413) 585-2075  
www.smith.edu/mailservices  
mailservices@smith.edu

Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Department: \_\_\_\_\_

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

Org# or Fund or Grant Code: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contents: \_\_\_\_\_

Signature: \_\_\_\_\_

Order will not be processed without Banner charge account information.  
You Must Separate Domestic and International Mail.  
(\*Please allow a 48 to 72 hour processing lead time for all production mail and addressing jobs.)

Project Name: \_\_\_\_\_ Name of Spreadsheet(s): \_\_\_\_\_

### CONTENTS & PHYSICAL DESCRIPTION OF MAIL PIECE

(EXAMPLE: 12 PAGE BOOKLET, 5X7 POSTCARD, LETTER AND REPLY CARD INTO A #10 ENVELOPE, ETC.)

Estimated Quantity: \_\_\_\_\_ Desired Mail Date: \_\_\_\_\_

### COMMENTS & INSTRUCTIONS

CLASS OF MAIL	COST
<input type="checkbox"/> First Class <i>(500 + pieces in zip code order for discounted rate.)</i>	
<input type="checkbox"/> Non-Profit <i>(200 + pieces in zip code order for discounted rate.)</i>	
<input type="checkbox"/> Standard <i>(200 + pieces in zip code order for discounted rate.)</i>	
<input type="checkbox"/> International <i>(No Discount)</i>	
CAMPUS DISTRIBUTION	COST
<input type="checkbox"/> Faculty	
<input type="checkbox"/> Staff	
<input type="checkbox"/> Faculty & Staff	
<input type="checkbox"/> Poster Distribution	

Verified addresses with an approved USPS move update method within the past 90 days?  YES  NO

(If you'd like Mail Services to verify the addresses please include a Address Verification Form. [www.smith.edu/mailservices/forms.php](http://www.smith.edu/mailservices/forms.php))

### MAIL SERVICES USE ONLY

Date Received \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_ Total Order: \$ \_\_\_\_\_