

PRESBYTERIAN COLLEGE
Bulk Mail Work Request

This form should accompany all requests and sent to Carter Henderson, Mailroom Coord, for scheduling

Date: _____

Job Description: _____

Contact Person/Number: _____

Piece Count: _____ Number of Inserts: _____

Mailer Type: ___ Postcard ___ Letter ___ Flat Envelope Size _____

Postage Type Requested: _____ First-Class _____ Bulk Rate

Date Due--Return to PC: _____ Date Due—Deliver to Post Office: _____

File Name: _____

Return Sorted File? _____ Yes _____ No

Special Instructions:

Include samples of both the envelope and inserts, and complete the following sections.

Mailer Description

Insert Descriptions

Name	Size (l x w x h)	Weight (opt'l)	Description