

Job Number _____

To Obtain A Job Number Please Call The Bulk Mail Area At (765) 285-8549

Printing Services



Mailing Service Request

Date _____

DEPARTMENT NAME _____

FOAPAL ACCOUNT NUMBER _____
(Foapal or 4 digit mail code)

SERVICES BEING REQUESTED:

DESCRIPTION OF MAIL PIECE _____

- 1. _____ BULK MAILING QTY _____
- 2. _____ INKJET ADDRESSES* QTY _____

Please choose one option

2a _____ Option One: Do not mail addresses with errors, return along with an error code listing so I can make corrections.

2b _____ Option Two: Mail the addresses with errors first class.

- 3. _____ OTHER MAIL SERVICE; BRIEFLY DESCRIBE: _____

*Address list should be e-mailed to Printing Services/Bulk Mail or delivered on disk with the mailing. (bulkmail@bsu.edu)
 Person responsible for e-mailing the address list: _____ Phone: _____
 Address list file type (ex. Microsoft Access, Microsoft Excel, etc.) _____

Ball State's Bulk Mailing department cannot insert mail pieces into envelopes. If your bulk mailing is less than 1000 envelopes, we encourage you to insert the mail pieces into the envelopes yourself. However, if this is not possible or if your bulk mailing is more than 1000 envelopes, we can assist you by outsourcing these bulk mail jobs to off-campus mail processing vendors. Your department will be charged for this service. Call 5-8549 for estimate.

Printing Services/Bulk Mail does not have storage space to hold mailings. All mailings will be processed and mailed within 72 hours (3 business days) from receipt of all materials in Printing Services/Bulk Mail Area.

SIGNATURE OF PERSON AUTHORIZING THIS SERVICE _____

NAME AND PHONE OF CONTACT PERSON _____

Return unused materials to: Bldg. Name _____ Room No. _____

(Please print or type)

DO NOT WRITE BELOW THIS LINE

DATE MAIL SERVICES REQUEST RECEIVED IN CENTRAL MAILING _____

DATE MAILPIECE MATERIAL RECEIVED IN CENTRAL MAILING _____

DATE ADDRESS LIST RECEIVED IN CENTRAL MAILING _____

DATE SERVICE COMPLETED _____

POSTAGE COST OF MAILING _____

*By sending this as bulk mail, your postage savings were: _____