GEORGIA COLLEGE
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

Mail Services

Mass Mailing Request Form

This form must accompany your mass mailing.

Date Submitted: _____ Number of pieces: _____

Requested Service: _____ Standard (Average delivery is 2-8 days, maximum 14 days)

Department: _____ Campus Box: _____

Requestor Name: _____ Email: _____

Account Number: _____

Approved by: _____
Printed Name Signature

Ensure the following items are completed prior to turning in the mass mailing to enable the fastest processing time possible

- Minimum 200 pieces
- Duplicate contents
- Attached sample of contents
- Ascending Zip Code order
- Return Address
- Flaps extended for sealing

This section to be completed by University Mail Services and returned to Requestor

Date/Time Received at University Mail Services: _____
Date / Time Mail Handler Initials

Properly Prepared _____ Yes

_____ No _____ Sent back to Requestor _____ Corrected at mailroom

Date delivered to US Postal Services: _____
Date / Time Mail Handler Initials

Total mailing costs charged to account specified: $_____ _____
Mail Services Manager

Contact University Mail Services, 478-445-4063, if you have any questions regarding this mailing.