

Indiana University of Pennsylvania

(724) 357-5581 (724) 357-7590 Fax

Date: _____ Department: _____ Phone: _____

Contact: _____ Email: _____

Address File/ Location

Sap# _____

Piece Count: _____ Title of Mailing: _____

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

Desired Mailing Date

Letter _____ Flyer _____ Postcard _____ Flat _____ Envelope _____

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

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

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

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

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

Piece Weight _____ Non-profit _____ Presort Standard _____

Good Addresses _____ Move update Addresses _____ Date _____

Bad Addresses: _____ Number of Duplicates Removed _____