

Geneseo

COLLEGE MAIL SERVICE LARGE MAILING REQUISITION

NAME: _____ PHONE NUMBER: _____

DEPARTMENT: _____ ACCOUNT NUMBER: _____

NUMBER OF PIECES: _____

ANTICIPATED DATE OF
DELIVERY TO MAILROOM: _____

REQUESTED MAILING DATE: _____

POSTAL RATE DESIRED: _____ FIRST CLASS

_____ BULK

VICE PRESIDENT OF ADMINISTRATION APPROVAL* _____

(Signature)

(Date)

*Vice President of Administration approval is only required for bulk mailings requested by Student Associations and other associations that are not directly affiliated with that State University of New York College at Geneseo.

COMPLETION DATE BY

MAIL SERVICE: _____

(Signature)

COST TO DEPARTMENT: _____

NOTE: Mail Services can provide considerable savings in postage costs, depending on the timing and nature of the mailing. Please contact Mail Services at extension 5691 regarding postal rates and requirements.

MAIL REQUISITION: Submit to the College Mail Services in the MacVittie College Union two weeks prior to you desired mailing date. Enclose sample if available.

LARGE MAILINGS: Are those where first class postage is required or a reduced rate is possible within the first class rate structure.

BULK RATE MAILINGS: Are large mailings of 200 or more pieces which can be sent at a reduced rate.