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 your 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.