

MAILING REQUEST FORM

This form is required for all mailings over 200 pieces.

MVCC Mail Center ACC B15 Phone: 792-5474

Tracking Number: _____
Date Generated: _____
Jobs WILL NOT commence until a tracking number has been generated

Please fill out the following form with an attached sample of your mail piece at least two weeks prior to sending your project to the Mail Center. **We cannot guarantee your project will be mailed on the date you request if we are not given 2 weeks notice.**

If you have any questions, please contact **the Mailroom at x 5474**

Date: _____

Name of requestor: _____ On behalf of: _____

Department/Center: _____ Extension: _____

Number of pieces to be mailed: _____

Who will be sending out your mailing?

Mail Center

PJ Green

Don't know

When do you need your mailing to be sent/postmarked by? _____

Date when piece will be delivered to the Mail Center/PJ Green: _____

Name of the Project/Mailing: _____

Please attach or email a sample to kfarrell@mvcc.edu or kdean@mvcc.edu if possible

Who is your audience: _____

What services do you need?

Return to sender

Forwarding

None

What type of mailing is it?

Postcards

Brochures

Pamphlets

Self-mailers

Letters (The mail room does not provide labeling or stuffing services). Other _____

Who is designing your mail?

Marketing and Communications

Other _____

(The Print shop does not provide design services)

Your Center/Department must appear in the return address area of all pieces. Contact the Mail Center at x5474 for alternate options.

Does anything appear in the postage area? If so, what _____

Who will be printing your mail?

Print shop (8.5x11" color=.25 each side, black and white is free)

Other: _____

Is MVCC being charged for services: _____ postage: _____ provide estimate: _____

Have all parties involved been contacted? Mail Center, MarComm, Printshop, P.J. Green, other

It is the responsibility of the requestor to arrange for the material to be delivered to the Mail Center . You will be contacted if your mailing is required to be in zip code order. Mailings delivered with less than two weeks notice and/or not properly prepared may be delayed indefinitely.

Office Use only

Date material received: _____

Date of mailing: _____

Number of pieces mailed: _____

Total cost of postage: _____

Postage rate/piece: _____

Approved by: _____

Notes