

**ADDRESSING SERVICES
REQUEST FORM**

ADMINISTRATIVE RECORDS
LOG NO. _____

G&RS ONLY
JOB NO. _____

DATE _____ TAXPAYER NO. _____

RETURN PRICED COPY TO _____ DEPT. + 4 CODE _____

AUTHORIZED SIGNATURE _____ INDEX NO. _____

_____ NO UNIVERSITY ACCOUNT, BILL CUSTOMER ADDRESS _____

RETURN EXTRAS TO _____ DEPT. + 4 CODE _____ TEL. _____

TITLE OF MATERIAL: _____

***MUST BE IN MAIL:** ON OR BEFORE _____ NOT BEFORE _____ NO LATER THAN _____

*(PLEASE ALLOW UP TO 5 WORKING DAYS PROCESSING TIME AFTER LISTS AND MATERIALS ARE RECEIVED BY ADDRESSING SERVICES.)

SPECIAL INSTRUCTIONS	SPECIFY MAIL LIST(S) NUMBER: SEE PPM 553-7	ON	OFF
FOR ADDRESSING SERVICES USE ONLY			
ON CAMPUS _____ OFF CAMPUS _____			
APPLICATION:			
METERED MAIL:		QTY.	COST
CLASS _____	____ MAIL SERVICES--LISTS--PLAIN	_____	_____
PIECES _____	____ MAIL SERVICES--AVERY	_____	_____
POSTAGE _____	____ CUSTOMER LABELS--PLAIN	_____	_____
INITIAL _____	____ CUSTOMER LABELS--AVERY	_____	_____
	____ MACHINE SET UP	_____	_____
	(single/multiple/envelopes/cards/other)	_____	_____
	SUPPLIES: M/S--CUSTOMER		
	____ ENVELOPE SIZE: _____	_____	_____
PREPARATION:			
PIECES _____	____ FLAPPING M--H	_____	_____
POSTAGE _____	____ FOLDING M--H	_____	_____
INITIAL _____	____ STUFFING (____ INSERTS) M--H	_____	_____
	____ SEAL M--H	_____	_____
	____ BULK IMPRINTING M--H	_____	_____
	____ BULK PREPARATION TIME	_____	_____
	____ OVERTIME AUTHORIZED BY: _____	_____	_____
	____ SELL LABELS A--P	_____	_____
	____ OTHER _____	_____	_____
FORM ROUTING INSTRUCTIONS NOTE: FOR WORK TO BE REPRODUCED BY G&RS: THE G&RS PRINTING REQUEST AND THE FORM SHOULD BE SENT TOGETHER TO G&RS 0031			
FORM DISTRIBUTION: WHITE - ADDRESSING PINK - ADDRESSING RETURNS TO CUSTOMER WITH BILLING GOLD - ORIGINATING DEPT. RETAINS			
FO 2004 7/91			