

**MAIL CENTER INFORMATION**

This form **MUST BE COMPLETED** for **ALL** mail outs: Mail or Carrier Services.

DATE SUBMITTED: \_\_\_\_\_

SITE: \_\_\_\_\_

WAREHOUSE #: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

ORGANIZATION OR CLUB: \_\_\_\_\_  
(Ex: PTA, Drama, Athletics)

BRIEF DESCRIPTION OF MAIL: \_\_\_\_\_  
(Ex: Grad Night, Report Cards, Dance) **Attach a copy of your flyer to this sheet**)

I authorize this mail to be sent:

\_\_\_\_\_ **First Class** \_\_\_\_\_ Total Pieces

\_\_\_\_\_ **First Class Pre-Sort** \_\_\_\_\_ Total Pieces  
**(500 or more pieces** must be in Zip Code sequence)

\_\_\_\_\_ **Bulk Mail** \_\_\_\_\_ Total Pieces  
**(200 or more pieces** must be in Zip Code sequence)

\_\_\_\_\_ **Certified** \_\_\_\_\_ Total Pieces  
(Complete form for **each** piece)

\_\_\_\_\_ **Postcards** \_\_\_\_\_ Total Pieces

\_\_\_\_\_ **International Mail** \_\_\_\_\_ Total Pieces  
**(Must always** fill out mail form)

**\*\*\*Choose one Carrier\*\*\***

\_\_\_\_\_ **FEDEX** \_\_\_\_\_ **UPS** \_\_\_\_\_ **USPS**

**\*\*\*Choose one Service\*\*\***

\_\_\_\_\_ **Ground** \_\_\_\_\_ **Next Day**

\_\_\_\_\_ **Total Pieces**

**TO BE COMPLETED BY MAIL CENTER**

Date Mailed: \_\_\_\_\_

Total Pieces: \_\_\_\_\_

Cost of Mailing: \_\_\_\_\_

Processed by: \_\_\_\_\_

**\*\*\*DO NOT MODIFY THIS FORM\*\*\***