

DEPARTMENT NAME		MAIL CODE	
MAILER'S MANUAL SIGNATURE		PHONE #	
PRINT NAME		DATE	
FAST CHARTFIELDS		GRANTS ONLY (PROJECT)	
BUSINESS UNIT		PROJECT CODE BUS.UNIT	GRT01
OPERATING UNIT		PROJECT	
FUND CODE		ACTIVITY ID	
DEPARTMENT(ID)		ANALYSIS TYPE	GLE
PRODUCT			
INITIATIVE			

USF Post Office will process the mailing for you. This includes • correcting the address to ensure that the mail is deliverable to a delivery point from the USPS database • matching the mailer’s address records with customer-filed change-of-address orders in the USPS database • applying an address and barcode • sack or tray • prepare the required paperwork • deliver the mailing to the US Postal Service. See Other Services below.

What is the title of your mailing? _____

Is your mail already addressed? Yes () No ()

If no, do you want us to address your mail using your address list that is on a disk () e-mail file ()? one
Please note. If you send us a MS Access file, you have to change the file extension to .txt.

What is the name of the program used to create your address list? _____

What is the file name? _____

Postage Permits	Indicate Quantity	
First Class		Standard Mail costs less and is slower than First Class Mail. Please plan accordingly.
Nonprofit Standard Mail		
Regular Standard Mail		

Other Services:
 All Permit Mail must have a return address and permit indicia. To qualify for automation postage discounts the mail must also be sealed or tabbed shut. Please note that our machines can only seal letter size mail.

Do you want us to :

Apply your return address	Yes () No ()	Seal or tab shut the mail	Yes () No ()
Apply our permit indicia	Yes () No ()	Fold and/or stuff the mail	Yes () No ()
Apply an Ancillary service endorsement	Yes () No ()		

§ Give us this document and two sample pieces of the mail with each mailing. § Deliver or mail disks to USF Post Office PPA109. § E-mail files to bulkmail@admin.usf.edu	USF Post Office use only
	CLERK'S INITIALS