

Today's date _____

Customer Reference ID or Purchase Order Number _____

Expected date of mailing _____ Number of pieces _____

Department _____ Postage amount _____

Alternate department to charge _____

Organization _____ Fund _____

Account _____ Prog. _____

Name _____ Phone _____

Printer/Mail House _____

Contact _____

Phone _____ Email _____

BULK MAILING

All bulk mailings require 10 days advance notice before being dropped at the Melbourne Post Office—BMEU, (Bulk Mail Entry Unit).

Mailings will NOT be accepted without prior approval.

Complete and submit THIS FORM and return to Mail Services via campus mail.