



Mailing Request Form
UNIVERSITY MAIL SERVICES

Dillard Building 864-656-7720

Job Number (For Office Use Only)

Please complete each field and return to mailsmart@clermson.edu

Customer Name

Requesting Department

Job Name

Email Address

Account Number/Full GL Code

Date Submitted

Contact Number

Authorized Signature

Job Due Date

Quantity	Job Description (include piece size, number of inserts, etc.)

Select Postage Method	
<input type="checkbox"/>	*Bulk (permit)
<input type="checkbox"/>	Meter
<input type="checkbox"/>	Stamp

Select Class of Mail	
<input type="checkbox"/>	Nonprofit (permit)
<input type="checkbox"/>	First Class (permit)
<input type="checkbox"/>	Interoffice (on-campus)

*In order to qualify for bulk mailing postage rates, the mailing must meet the following minimum number of pieces:
 First Class Mail: 500 pieces
 Nonprofit Mail: 200 pieces

For Office Use Only

Date Job Received

Date List Received

Date Mailed

Actual Quantity

VDP/InkJet

Description	Amount Charged
Addressing Letter	
Addressing Non-Letter	
Addressing Minimum Charge	
Sorting, Combining List into Zip Order	
Meter Sealing	
Tabbing	
Set Up Charge	
Interoffice Sort	
Inserting	
Special Handling	
Total Amount	

Postage Total

Postage Savings

Special Instructions: