

Instructions for Bulk Mail job request form

The job request form must be prepared by the requesting department.

This form should be completed according to the following instructions:

Enter Department Name

Enter Account Number to be charged

Enter Person to contact regarding job including phone number

Enter who will be delivering your product to Campus Mail

Processing Information:

Note: Make sure all addresses are current and accurate. Please separate your files into domestic, foreign and campus mail. Each list should be sent as a separate file. On your foreign labels make sure you have also included the country (postal regulation).

Check how job file was sent (ftp, email or CD) and enter file name(s)

Choose distribution type Off campus and/or On campus

Enter Number of Mail Pieces

Enter Date file submitted to Campus Mail

Enter a brief description of job

Enter mail date (date you would like for your mail to be delivered to the Post Office or distributed on campus)

If the mail can be distributed earlier than mail date specified, please circle yes. If not, please circle no.

Mark mailing choices that apply:

➤ First-Class mailing includes forwarding and return services. Mail matter falling into one of the following categories should be sent First-Class:

- Handwritten or typewritten material
- Bills, statements of account or invoices
- Personalized business correspondence
- All matter sealed or otherwise closed against inspection.

➤ Non-profit mail is mailing at a reduced postal rate and requires a permit. Non-profit mail requires accuracy of zip codes within the last 12 months. The mailing cannot contain products or advertising ineligible for mailing at the nonprofit rates. The minimum quantity allowed for non-profit is 200 pieces or 50 lbs of mail.

➤ Pre-sorted standard mail must consist of a minimum of 200 pieces or 50 lbs of mail. Pre-sorted standard is not forwarded or returned unless requested. Forwarding and return services will result in additional fees or postage. Pre-sorted standard mail is mail matter not required to be mailed as First-Class mail and falls into one of the following categories:

- Printed matter, flyers, circulars, advertising.
- Newsletters, bulletins, and catalogs.
- Small parcels.

➤ Parcel post requires a minimum of 50 pieces and is used to distribute small and large packages, thick envelopes and tubes containing gifts and merchandise.

➤ Campus mail is distributed to UGA addresses in Athens only.

Services - Indicate mail services required

- Direct imprint addressing (electronic printing of address)
- Custom Message -Red or Blue-(Special message printed such as Rush, Fragile, Please expedite)
- Hand Label (attaching address labels by hand to the envelopes)
- Tabbing – closing the open sides of folded mail pieces (Required postal regulation for off campus mail only)
- Hand inserts– insert material(s) by hand
- Machine folding and inserting – circle number of inserts and check type of fold

Please specify if there are any special instructions.

Campus Mail Bulk Mail Job Request

Phone: (706) 542-7031

Fax: (706) 542-1450

Email: bulkmail@uga.edu

Department: _____

Account Number: _____

For Campus Mail Use Only

Job number: _____

Date Mailed: _____

Whom to Call: _____ Phone Number: _____

Who will be delivering your product(s) to Campus Mail: _____

Processing Information

Job Sent Via: FTP (File Transfer Protocol) Email (Bulkmail@uga.edu) CD

Print File Name: _____ Date Entered: _____

Off Campus Distribution	On Campus Distribution
Number of Pieces:	Number of Pieces:
Date file submitted to Campus Mail:	Date file submitted to Campus Mail:
Description of Job:	Description of Job:
Mail Date:	Mail Date:
Can Job be mailed earlier than requested: Yes or No	Can job be mailed earlier than requested: Yes or No
Mark all that apply: <input type="checkbox"/> First-Class <input type="checkbox"/> Non-Profit (min. 200 pieces or 50 lbs mail) <input type="checkbox"/> Pre-sorted standard (min. 200 pieces or 50 lbs mail) <input type="checkbox"/> Parcel Post (minimum 50 pieces)	Campus Mail Distribution (distributed to UGA addresses in Athens only)
Services <input type="checkbox"/> Direct Imprint addressing <input type="checkbox"/> Custom Message <input type="checkbox"/> Red ink <input type="checkbox"/> Blue ink <input type="checkbox"/> Hand Label <input type="checkbox"/> Tabbing – to close the open sides of folded mail pieces (Postal regulation) <input type="checkbox"/> Hand Inserts <input type="checkbox"/> Machine folding and inserting (1, 2, 3) <input type="checkbox"/> bi-fold <input type="checkbox"/> tri-fold <input type="checkbox"/> Z-fold	Services <input type="checkbox"/> Direct Imprint addressing <input type="checkbox"/> Custom Message <input type="checkbox"/> Red ink <input type="checkbox"/> Blue ink <input type="checkbox"/> Hand Label <input type="checkbox"/> Tabbing – (campus mail distribution does not require tabbing) <input type="checkbox"/> Hand Inserts <input type="checkbox"/> Machine folding and inserting (1, 2, 3) <input type="checkbox"/> bi-fold <input type="checkbox"/> tri-fold <input type="checkbox"/> Z-fold
Special Instructions:	Special Instructions: