

# Indiana University of Pennsylvania

(724) 357-5581 (724) 357-7590 Fax

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address File/ Location

Sap# \_\_\_\_\_

Piece Count: \_\_\_\_\_ Title of Mailing: \_\_\_\_\_

First Class Mailing \_\_\_\_\_ On Campus Mailing \_\_\_\_\_ Off Campus Mailing \_\_\_\_\_

Desired Mailing Date

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Letter \_\_\_\_\_ Flyer \_\_\_\_\_ Postcard \_\_\_\_\_ Flat \_\_\_\_\_ Envelope \_\_\_\_\_

Size of piece mailed \_\_\_\_\_ Tabbing Folded Mail \_\_\_\_\_ Received Date \_\_\_\_\_

Total Cost of Mailing: \_\_\_\_\_ Completed Date: \_\_\_\_\_ Date Sent Out: \_\_\_\_\_

: 2EMM \_\_\_\_\_ 2MM \_\_\_\_\_ 1MM \_\_\_\_\_ Sacks Sent Out \_\_\_\_\_ Sack Size: \_\_\_\_\_

: In House \_\_\_\_\_ Shipping and Receiving \_\_\_\_\_ Number of skids \_\_\_\_\_

Completed by: \_\_\_\_\_ Extras Returned: Yes \_\_\_\_\_ No \_\_\_\_\_ None \_\_\_\_\_

Piece Weight \_\_\_\_\_ Non-profit \_\_\_\_\_ Presort Standard \_\_\_\_\_

Good Addresses \_\_\_\_\_ Move update Addresses \_\_\_\_\_ Date \_\_\_\_\_

Bad Addresses: \_\_\_\_\_ Number of Duplicates Removed \_\_\_\_\_