

PRINTING MAILING SERVICES

MAILING REQUEST POSTAGE

DATE REQUESTED

Friday	Bulk	International
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Air Mail
Air Printed Matter

Mailing Services Mountaintop, Bldg. J (610) 758-5402 maildata@lehigh.edu

(Please give a minimum of one week notice)

REQUIRED

MAILING

DEPARTMENT / BLDG.	ACCOUNT NO. EX	P. CODE REQUESTOR	PHONE EXT.	
		2 3 2 0		
Description of Mailing Requested:				
	_			
Addresses: Download	E-mail File File Name: _	Forward to maildata@le	ehiah.edu	
Expected No. of Pieces: To Be Delivered to Mail Center By:				
Check (✓) Appropriate Items				
		Class of Mailing	Charges	
	can be machine inserted. sizes are hand work	-		
Type All other	Sizes are riarid work	☐ First Class Meter		
☐ Envelope		First Class Permit No. 504		
Postcard		Parcel Post		
☐ Self Mailer		Media Mail		
		☐ Third Class Non-Profit Meter		
Inserts: Z-Fold or A	Accordion fold inserts cannot	☐ Third Class Permit No. 504		
b	e machine inserted.	Campus Mail		
specify		specify		
specify		*Total Charge		
specify #9 Return Envelope		*This charge will be made directly to the	e account inserted above.	
	ION TO BE COMPLETED BY MALL!	NG SERVICES - DO NOT WRITE IN THIS BOX		
THIS SECT	SERV			
	ACCOUNT NO.	EXP. CODE 7 9 7 1 0		
		Operations	Charges	
Maritim of Antonoon		☐ Videojet	Charges	
Mailing Address: Type	Amount	☐ Print Labels □Laser Labels □		
.,,,,		Apply Labels Laser Labels Self Adhesive		
☐ Domestic		☐ Insert □Hand □Matching □Machine _		
☐ Foreign		☐ Tabbing Services		
Campus		Sort, Tie, for Bulk Mail		
specify		Address Cleansing		
_		☐ Automation Services		
☐ Labels supplied by Mail Center		List Configuration		
☐ Labels supplied by Requestor		□ NCOA _		
		specify		
Attention Requestor - Send white, yellow Retain pink copy. The yellow copy will be return		*Total Charge → │		
Rev. 5/14 L.U.P.S.		*This charge will be made directly to th	e account inserted above.	