

**University of Kentucky Postal Services**  
**Bulk Mail Section - Job Order Request**

D.S. #	* Postal Code:	
<b>CHARGE ACCOUNT INFORMATION</b>		
* ACCT #	OBJ CODE	USER CODE

**DEPARTMENT--PROVIDED MAILING LIST**  
 (On or off campus addresses)

This form is used for ordering full service mailings

**Customer Data**

* DATE SUBMITTED	* DATE REQUIRED	* DEPARTMENT:	* SPEED SORT:
		* ROOM & BLDG.	
* SUBJECT OF MATERIAL:		* EMAIL ADDRESS:	
		* PERSON TO CONTACT:	* PHONE #
SPECIAL INSTRUCTIONS:			

**CLASS OF MAIL:**  1ST CLASS  PRESORT STANDARD  NON PROFIT  CAMPUS  INTERNATIONAL  
 **DEPARTMENT PROVIDED LABELS\*** (Department is solely responsible for content of labels provided.)

**Label Information:**

Label Format:  email  disk  peel & stick  already labeled

For Labels sent via email or disk:

Format used:	Information on First Record:
Use fields ____ thru ____	Name: _____
Number of Records	Company: _____
Special Instructions:	Address: _____
	Address 2: _____
	City: _____
	State: _____
	Zip Code: _____

I hereby certify that the above information is correct and complete (Customer Signature): X \_\_\_\_\_

\* Please Print Name: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE							
CODE	QUAN	SERVICE	AMOUNT	CODE	QUAN	SERVICE	AMOUNT
_____	_____	Address, Ink Jet	\$ _____	_____	_____	Inserter Set Up	\$ _____
_____	_____	Address, Labels	\$ _____	_____	_____	Folder Set Up	\$ _____
_____	_____	Insert _____	\$ _____	_____	_____	Casing	\$ _____
_____	_____	Insert _____	\$ _____	_____	_____	Tray, Bagging	\$ _____
_____	_____	Sort	\$ _____	_____	_____	Tab	\$ _____
_____	_____	Meter	\$ _____	_____	_____	International	\$ _____
_____	_____	Fold	\$ _____			Total Service Charge	_____
_____	_____	Labels	\$ _____			Total Postal Charge	_____
						<b>GRAND TOTAL</b>	_____

The postage charge will appear once a statement is received from the USPS.

I hereby certify that the items listed above were furnished to the department indicated and that prices charged are proper.

\* Required field

<b>For Office Use Only</b>
Processed By: _____
Date: _____