BALL STATE
UNIVERSITY

Bulk Mail Services

**Mailing Service Request**

**Job Number** _____

To Obtain Your Job Number Please Call Bulk Mail
At (765) 285-8549

Date _____

DEPARTMENT NAME _____

FOAPAL ACCOUNT NUMBER _____
(Foapal or 4 digit mail code)

**SERVICES BEING REQUESTED:**

**DESCRIPTION OF MAIL PIECE** _____

1. _____ BULK MAILING-ADDRESSING PIECES    QTY _____

    Please choose <u>one</u> option

        1a _____    <u>Option One</u>: Do not mail addresses with errors, return along with an error code listing so I can make corrections.

        1b _____    <u>Option Two</u>: Mail the addresses with errors at first class rates.

2. _____ INSERTING                    QTY _____

3. OTHER MAIL SERVICES; BRIEFLY DESCRIBE: _____

_____

*Address list should be e-mailed to Bulk Mail or delivered on disk with the mailing. (bulkmail@bsu.edu)
Person responsible for e-mailing the address list: _____    Phone: _____

Ball State's Bulk Mailing department can insert some mail pieces into envelopes. We can assist you by providing an estimate for inserting. If the inserting is larger than Bulk Mail can do internally, Bulk Mail can assist you by outsourcing these bulk mail jobs to off-campus mail processing vendors. Your department will be charged for this service. Call 5-8549 for estimate.

Bulk Mail does not have storage space to hold mailings. All mailings will be processed and mailed within 72 hours (3 business days) from receipt of all materials in the Bulk Mail Area.

SIGNATURE OF PERSON AUTHORIZING THIS SERVICE _____

NAME AND PHONE OF CONTACT PERSON _____

Return unused materials to: Bldg. Name _____ Room No. _____

*(Please print or type)*

**DO NOT WRITE BELOW THIS LINE**
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DATE MAIL SERVICES REQUEST RECEIVED IN BULK MAIL _____

DATE MAILPIECE MATERIAL RECEIVED IN BULK MAIL _____

DATE ADDRESS LIST RECEIVED IN BULK MAIL _____

DATE SERVICE COMPLETED _____

POSTAGE COST OF MAILING _____

*By sending this as bulk mail, your postage savings were: _____

Form: B-330
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