

HOW DO I COMPLETE MY WORK REQUEST (WR) FORM? HU MAILING CENTER

CONSIDERATIONS:

- The Work Request (WR) form can be downloaded at www.harding.edu/mail.
- Once completed and signed, return to the HU Mailing Center. You can also scan and mail it to mailingcenter@harding.edu.

SECTION 1 – GENERAL INFORMATION

- Date – put the current date.
 - Contact Name – this can be departmental head person or the administrative assistant. It cannot be a student worker or grad-assistant.
 - Phone Number – put the last four digits of your phone number (Ex: #4250)
 - Box # - this is your departmental Campus box number.
 - Department – this is self-explanatory.
 - Account Number – be sure to list your accurate account number. The Mailing Center will be using this number to charge your account for postage at the end of the month.
 - Email Address – this address needs to be the person whose name is in “Contact Name”
 - Requested Mail Date – Please list the date you want mailing to be mailed.
- Please note:** our policy dictates we process all mailings by priority and date received. We require a **three-day** lead time once all materials, WR and Excel mailing list(s) are received.

The form is titled "Harding University Mailing Center Work Request". It contains several sections:

- Header:** Work Request Number, Date, Contact Name, Phone Number, Box #, Department, Account Number, Email Address, Requested Mail Date.
- Approval:** A checkbox for "I have received approval from Public Relations (Tom Buberbaugh) for this mailing?".
- Delivery Method:** A grid of checkboxes for Campus Mail, Presorted Standard, Presorted Nonprofit, Presorted First Class, First Class, Periodical, and No Postage.
- Job Description:** A grid of checkboxes for Print, Fold, Insert, Label, and Tab.
- Material Type:** A grid of checkboxes for Booklets, Brochures, Booklets, Newsletters, Newsletters, Postcards, Flyers, Labels, Letters, and Magazines.
- Address Format:** Fields for First Last Name, Combined Name, Address_1, Address_2, Address_3, and City/State/Zip.
- Return Address Format:** Fields for Return and Other: (job written below).
- Special Instructions:** A text field.
- Client Signature:** A line for the client's signature.
- Mailing Center Use Only:** Fields for Job Name, Dates, Work Request, Mailing List, Materials, Job Started, Job Completed, Job Mailed, Number of Containers, Number of Pieces, Mail Piece Characteristics (Number of Sample Mail Pieces, Width, Height, Thickness, Weight), Billing (Postage, Income, Billing Amount).

SECTION 2 – APPROVAL FROM UC & M

- It is University policy for all outgoing mail, processed with Harding University as the return address, requires pre-approval from UC&M (Ext. 4888).
- This is a new feature added to the WR to help ensure your mailing is meeting Harding University guidelines. This step ensures your mailing is processed and entered into the mail stream in a timely manner.
- Whether your mailing is reoccurring or one-time, approval must be obtained.
- So, please **check the box and initial** that you have done so.

This is the same form as above, but with a yellow box added to the "Requested Mail Date" field. The box contains the text: "I have received approval from Public Relations (Tom Buberbaugh) for this mailing?".

SECTION 3 – DELIVERY METHOD

- Be sure and download from the website (www.harding.edu/mail) **“Postage Bulk Mailing Options.”** This file will show you available options and what is required to make your choice.
- Campus Mail – requires no postage
- Presort Standard – “Presort” basically means we will place a barcode above the address and sort the mail prior to taking to the USPS. Presort Standard is slightly higher than Nonprofit. If you are sending out advertising in your mail, Presorted Standard is your **only** option.
- Presort Nonprofit – the cheapest option, however, may take up to 2 weeks for delivery by the USPS. Can have **no** advertising within.
- Presort First-Class – this option is slightly cheaper than First Class, but the delivery time is only one week.
- Periodical – this is for newspapers or magazines which are published regularly.
- No postage – for materials which only require folding, etc. and given back to you.

SECTION 4 – JOB DESCRIPTION

- This section is where you describe what you would like to have done with your materials.
- Print – “I want an address printed.”
- Fold – “I need materials folded prior to being printed with an address.”
- Insert – “I need materials placed in an envelope prior to being printed with an address.”
- Label – “I want an address label printed separately and placed on the envelope or material.”
- Tab – Instead of using an envelope, “I want my materials to have two adhesive tabs placed along the edge to hold it together (e.g. newsletter or brochure).”

SECTION 5 – MATERIAL TYPE

- This section is fairly self-explanatory.
- Check all that applies to which **type** your mailing job will be.
- For example, if the end product will be an envelope – check the applicable box.

SECTION 6 – ADDRESS FORMAT

- This section instructs how you want the address to look.
- Be sure and download from the website (www.harding.edu/mail) **“How to send a proper Excel Mailing List.”**
- Please check only those lines which apply to your mailing.
- **H#** - this is the Harding number which is assigned to each individual in Banner. If the H# is used, it will always be at the top of the address.
- **First/Last Name** – this is saying, “I want the name in the address to be a first name and then last rather than last name first.”
- **Combined Name** – this is saying “I want a person’s name combined,” which usually includes a prefix and or a suffix along with the name.
- **Address 1** – this is first address line (most lists only have one address line)
- **Address 2** – some need a second address line for PO Box’s, etc.
- **Address 3** – same as above.
- **City/State/Zip** – self-explanatory.
- **Extras** – you might want an extra line which may include a business, school or a phrase. If you want extras in the address be sure to indicate **where** you want them inserted into the address.

SECTION 7 – RETURN ADDRESS FORMAT

- This section indicates whether or not a Return address has been printed on your materials. If the envelope has a Return Address Preprinted, please check “Preprinted.”
- If the Return Address has not been preprinted on your envelopes, the Mailing Center needs to know how you want the address to read. Please check “other” and write/type what you want and the order in which it needs to be.

SECTION 8 – SPECIAL INSTRUCTIONS

- If there are additional instructions needed for the Mailing Center, please write/type those notes in this section.
- If no additional instructions are necessary; leave blank.

SECTION 9 – CLIENT SIGNATURE

- It is very important the WR is signed when completed. This lets the Mailing Center know exactly what you are wanting in this mailing.
- We cannot adapt, change or ignore part of the WR once it is signed. If there are any last minute changes, please contact the Mailing Center **prior** to the start of the job.
- As noted earlier, you may print out the WR and physically sign it, then bring to the Mailing Center. You may also choose to sign electronically and send via email.

Harding University
Mailing Center Work Request

Work Request Number _____

Date _____ Contact Name _____ Phone Number _____ Box # _____

Department _____ Account Number _____

Email Address _____ Requested Mail Date _____

I have received approval from Public Relations (Tom Buterbaugh) for this mailing? [View News](#)

Delivery Method	Job Description	Material Type
<input type="checkbox"/> Campus Mail <input type="checkbox"/> Traditional Standard <input type="checkbox"/> Presorted Nonprofit <input type="checkbox"/> Presorted First Class <input type="checkbox"/> First Class <input type="checkbox"/> First Class <input type="checkbox"/> No Postage	<input type="checkbox"/> Flyer <input type="checkbox"/> Fold <input type="checkbox"/> Insert <input type="checkbox"/> Label <input type="checkbox"/> Tab	<input type="checkbox"/> Booklets <input type="checkbox"/> Booklets <input type="checkbox"/> Envelopes <input type="checkbox"/> Flyers <input type="checkbox"/> Labels <input type="checkbox"/> Labels <input type="checkbox"/> Magazines

Address Format: ZIP First/Last Name Company Name Address_1 Address_2 Address_3 City/State/Zip

Return Address Format: Preferred Other (As written below)

Special Instructions: _____

Client Signature: _____

Mailing Center Use Only:		Mail Piece Characteristics:	
JOB Name: _____	Number of Containers: _____	Number of Sample Mail Pieces: _____	
Date: _____	Number of Pieces: _____	Width: _____ Height: _____	
Work Request: _____		Thickness: _____ Weight: _____	
Mailing List: _____		Billings:	
Materials: _____		Postage: \$ _____	
Job Started: _____		Income: \$ _____	
Job Completed: _____		Billing Amount: \$ _____	
Job Mailed: _____			