

# 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 UC & M for this mailing? \_\_\_\_\_

Initial Here \_\_\_\_\_

**Delivery Method**

|                       |
|-----------------------|
| Campus Mail           |
| Presorted Standard    |
| Presorted Nonprofit   |
| Presorted First-Class |
| First-Class           |
| Periodical            |
| No Postage            |

**Job Description**

|        |
|--------|
| Print  |
| Fold   |
| Insert |
| Label  |
| Tab    |
| _____  |

**Material Type**

|           |             |
|-----------|-------------|
| Booklets  | Newsletters |
| Brochures | Newspapers  |
| Envelopes | Postcards   |
| Flyers    | _____       |
| Labels    | _____       |
| Letters   | _____       |
| Magazines | _____       |

**Address Format**

|                 |
|-----------------|
| H#              |
| First/Last Name |
| Combined Name   |
| Address_1       |
| Address_2       |
| Address_3       |
| City/State/Zip  |
| _____           |

**Return Address Format**

|                           |
|---------------------------|
| Preprinted                |
| Other: (As written below) |
| _____                     |
| _____                     |
| _____                     |

Special Instructions: \_\_\_\_\_

Client Signature: \_\_\_\_\_

**Mailing Center Use Only:**

**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:                | \$ _____  |  |
| <b>Billing Amount:</b> | \$ <table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table> |  |
|                        |   |  |