

# Request for Services

## Mail Services 332-1950

Check one:  FIRST-CLASS MAIL PRESORT (500 piece minimum, permit imprint)  
 STANDARD (A) BULK MAIL (200 piece minimum, imprint or metered)

From (Dept.) \_\_\_\_\_ Contact Name \_\_\_\_\_

Dept./Org. Code \_\_\_\_\_ Phone \_\_\_\_\_

No. of Pieces in Mailing \_\_\_\_\_ (do not include interoffice or international)

Move Update Method:  NCOA Link  Address Service Requested  Return Service Requested

Please Check One:  Letter Envelopes Only, to be Metered  
 ANY Envelopes with Permit Imprint  
 Self-mailers (not envelopes) with Permit Imprint

“I certify that the addresses appearing on the pieces described above have been verified and corrected where necessary within 95 days of the date of this mailing using a USPS approved method.”

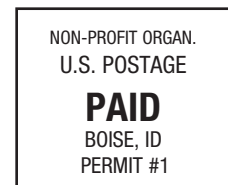
Signature \_\_\_\_\_ Date \_\_\_\_\_

(Additional copies of this form can be downloaded from the Mail Services website at <http://oit.boisestate.edu/mailservices>. Call 332-1950 for additional information on preparation.)

## BULK MAIL GUIDELINES

Note: Please have the proper bulk rate permit pre-printed on your mail piece. We are unable to provide individual hand stamping services. (See example)

1. Minimum piece count for a bulk mailing is 200.
2. All mail must be the same size, weight and content.
3. Envelopes must be in USPS Mail Trays.
4. Addresses must be in zip code order, from lowest to highest.
5. If envelopes need to be sealed, flaps must be up.
6. Only domestic mail can be sent bulk rate.
7. Return address must have Boise State University spelled out completely.
8. Your organizational code belongs under your return address.



**EXAMPLE**

**Please call Mail Services at 332-1950 if you have any questions.**