

UHV BULK MAIL FORM

Please complete this form and forward to UHV Mail Services. If you have questions, call Mail Services Clerk at X-831.

Checklist:

- Bulk Mail handled by Victoria Presort.
- Bulk Mail handled by UHV Mail Services.
 - Bulk Mail Worksheet attached, (form on "P" Drive, Postage, Bulk Mail Folder).
 - Bulk Mail Permit label applied, (label format on "P" Drive Postage, Bulk Mail Folder).
 - Bulk Mail has been sorted by zip code.

Provide this information for all Bulk Mailings:

Date: _____ Department Name: _____

Cost Center Information:

Fund: _____ Dept: _____ Program #: _____ Project ID: _____ Speedtype: _____

Number of Pieces _____ Preferred Mailing Date: _____

(Mail outs received after 1:00 p.m. will go out the next business day)

Description of Bulk Mail: _____

Departmental Contact: _____ Ext: _____

For Business Services Use Only:

Date Received: _____ Time Received: _____

Date Delivered: _____ Delivered to USPS _____ or Victoria Presort _____

Bulk Mail Charge from the USPS Statement of Mailing _____

This date returned a copy of this form with charges to the department. _____