

MAILING REQUEST FORM



**PRINTING AND
DUPLICATING**

printing@uc.edu | (513) 556-5045
5121 Fishwick Dr., Suite 120 | Cincinnati, OH 45216

Please provide as much information as possible, then upload your form along with your print order.

DATE SUBMITTED: _____ AM PM **MAIL BY:** 5-7 days ASAP Other Date: _____

CONTACT INFO: Name _____ Dept _____ Phone _____ Alt Phone _____

UC ACCOUNT STRING: G/L Account _____ Fund _____ Cost Center _____ Function _____ Grant _____
6 digits 1 letter, 6 digits 10 digits 1 digit 7 digits

UC HEALTH COST NUMBER: _____ **OTHER:** _____

POSTAGE ACCOUNT: *This is a number assigned to you by Mail Services. See sample postage account card >>*

I have one: ML - ____ - ____

I do not have one and would like Mail Services to create one for me using my account string

I'd like to use the Printing and Duplicating's account and be billed for postage



MAIL METHOD: HOW MANY PIECES ARE YOU MAILING? _____

I have over 200 pieces and would like to mail the most **COST-EFFECTIVE** way. *(can take up to 5 days to receive out of state)*

I have under 200 pieces and I know I must mail **FIRST CLASS**. *(can also be metered. 2 day delivery)*

I have over 200 pieces and would like to mail the **FASTEST** way possible. *pre-sort first class (2-3 day delivery)*

This is a campus mailing. *(please supply an excel file with separate columns for Name, Title, Department, Mail Location)*

MY MAILING IS A:

Postcard Self-Mailer *(such as a flyer folded with no envelope)* An envelope with inserts Other

If you checked postcard or self-mailer, please place the order for your printed piece through our order desk and upload this form along with your art.

If you checked envelope with inserts, please provide more information below:

ENVELOPE WITH INSERTS: *Please list each element of your mailing (such as letter, flyer, survey, business reply mail, other)*

Outside Envelope: #10 Regular #10 Window Other I need it produced I have it/will send I have/please pick up

Insert #1: I need it produced I have it/will send I have/please pick up

Insert #2: I need it produced I have it/will send I have/please pick up

Insert #3: I need it produced I have it/will send I have/please pick up

Insert #4: I need it produced I have it/will send I have/please pick up

Insert #5: I need it produced I have it/will send I have/please pick up

I have an excel file with separate columns for Name, optional Title and/or Company, Street Address, City, State, Zip, etc.

I have a finalized letter as a PDF (preferred), Word Doc, or similar format.

(if you are using window envelope, start the body of the letter approximately 3.5" down from the top)

I have variable data within my letter *(if so add special instructions)*

	A	B	C	D	E
1	Name	Street Address	City	State	Zip
2	Joe Sample	5121 Fishwick Dr.	Cincinnati	OH	45211-0027

SPECIAL INSTRUCTIONS: