

Southeast Missouri State University
Mailroom / Receiving
610 Washington Ave.
Mailstop 4850
Cape Girardeau Mo. 63701
Phone # 573-651-2998
Fax # 573-651-2955

BULK / PERMIT MAIL SERVICE REQUEST

INDEX # TO BE CHARGED _____

DESCRIPTION OF MAILING _____

MUST BE MAILED BY (DATE) _____

DATE OF REQUEST _____ CONTACT PERSON _____

PHONE # _____ MAILSTOP _____ DEPT _____

*****TYPE OF SERVICE REQUESTED*****

NUMBER PIECES IN MAILING _____

ELECTRONIC LABELS REQUESTED DATE _____

LABELED BY DEPARTMENT

MATERIAL TO COME FROM: PRINT SHOP DEPT OTHER

BULK MAILING (200 PCS., IN ZIP CODE ORDER, UNIVERSITY RETURN ADDRESS)

FIRST CLASS MAILING

ON CAMPUS MAILING

FOR MAIL SERVICES USE ONLY

JOB# _____

DATE RECEIVED IN C/R _____

DATE MAILING COMPLETED _____

AMOUNT CHARGED TO DEPT. _____