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.__________________